



STATE OF ALASKA

Department of Natural Resources

Informal Request For Proposal

IRFP 10 190000060 - 1

TITLE:

Janitorial Services at Palmer Forestry Facilities

PURPOSE:

The Department of Natural Resources, Division of Forestry, is seeking competitive proposals for a qualified contractor to provide janitorial services at the Forestry Administrative Building, Warehouse, and Hangar located at 101 Airport Road, Palmer, Alaska. Specific information can be found within this IRFP.

Important Notice: If you receive this solicitation from the State's Online Public Notice website or IRIS Vendor Self Service portal, you must register with the DNR Procurement Section to receive subsequent amendments. Registration must be in writing and may be made via email to dnr.ssd.procurement@alaska.gov or fax to 907-269-8909. Failure to register with the DNR Procurement Section may result in rejection of your offer.

ADA: The State of Alaska complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, and/or special modifications to submit a bid should contact the DNR Procurement Section via email to dnr.ssd.procurement@alaska.gov, fax to 907-269-8909, telephone at 907-269-8666 or 269-8687, or TDD at 907-269-8411 not later than 10 calendar days prior to the deadline for proposals date to make necessary arrangements.

Date of Issue: December 07, 2018

Deadline for Receipt of Proposals: January 03, 2019 14:00:00

Important Notice: If you received this solicitation from the State of Alaska's "Vendor Self-Service" web site, you must register with the procurement officer to receive subsequent amendments. Failure to contact the procurement officer may result in the rejection of your offer.

PROCUREMENT OFFICER: James Sonnier
TELEPHONE NUMBER: (907)269-8687
EMAIL: jim.sonnier@alaska.gov

BID RECEIVING LOCATION:
Support Services ANC Admin
Attn: Procurement
550 West 7th Avenue
Anchorage, AK 99501-3564

PREFERENCES

Does your business qualify for the Alaska bidder preference?

☐ Yes ☐ No

Does your business qualify for the Alaska veteran preference?

☐ Yes ☐ No

PROPOSAL SCHEDULE

| Event Date | Event Description |
|------------|-------------------------------|
| 12/17/18 | Pre-Proposal Conference |
| 01/03/19 | Receipt of Proposals Deadline |

LINE ITEMS

| Line No. | Description | Quantity | Unit | Unit Cost |
|------------|---|---------------|--------------|---------------------|
| 1 | Janitorial Services at Palmer Forestry Facilities | | | |
| Start Date | End Date | Delivery Date | F.O.B. Point | Extended Line Total |
| 01/15/19 | 12/31/19 | | | |

Extended Description:

Janitorial Services at Forestry Administrative Building, Warehouse, and Hangar located at 101 Airport Road, Palmer, Alaska, as specified within this document.

DO NOT INCLUDE COST ON THIS LINE! COST IS TO BE INCLUDED ONLY ON THE COST PROPOSAL ATTACHED TO THIS IRFP!

EVALUATION CRITERIA

The following criteria will be used when determining the award of this solicitation

| Code | Criteria Description | Points | Vendor Response (DO NOT LIST PRICES IN THIS SECTION. UNIT PRICES AND TOTAL PRICES MUST BE FILLED IN ADJACENT TO THEIR LINE ITEMS.) |
|------|----------------------|--------|---|
| 1 | Cost | 40 | |
| | Method/Manage | 20 | |
| | Experience/Qual | 15 | |
| 7 | References | 15 | |
| | AK Offeror Pref | 10 | |

Terms and Conditions

| No. | Name | Section |
|-----|--------------------------------|---------|
| 006 | Informal Request for Proposals | |

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|---|--------------------------------|---|---------------------|
| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 4 of 49 |
|---|--------------------------------|---|---------------------|

IRFP 190000060

A. Standard Terms and Conditions

1. Return Mailing Address, Contact Person, Telephone and Fax Numbers, email address, and Deadline for Receipt of Proposals

a. If using the U.S. Mail or a Delivery Service: Offerors must submit 4 signed hard copies of their technical proposal and one signed hardcopy of their cost proposal, in writing, to the procurement officer in a sealed envelope. Cost proposal to be sealed in a separate envelope within the proposal package. The proposal package must be addressed as follows:

Department of Natural Resources
Support Services Division
Procurement Section
Attention: Jim Sonnier
Informal Request for Proposal (IRFP) Number: 190000060
Project name: Janitorial Services at Forestry Palmer Facilities
550 W. 7th Avenue, Suite 1330
Anchorage, Alaska 99501

Proposals must be received no later than the date and time shown in this IRFP as the Deadline for Receipt of Proposals. **Faxed or electronically submitted proposals are acceptable but not encouraged.** Oral proposals are not acceptable.

b. If submitting a faxed proposal, it is the offeror's responsibility to contact the DNR Procurement office at 907-269-8687 to make arrangements prior to faxing the proposal and to confirm that the proposal has been received. If submitting a faxed proposal offeror is only required to provide one copy of the technical and cost proposal to DNR Procurement. **Fax number for the DNR Procurement Section is 907-269-8909.** Faxed proposals must be legible and must be received in their entirety by the DNR Procurement office no later than the Deadline for Receipt of Proposals to be considered responsive. The state is not responsible for unreadable, corrupt, or missing information, or for delays in transmission between the sender's machine and DNR Procurement. Late or incomplete proposals will be considered non-responsive and will be rejected.

c. If submitting a proposal via email, the technical proposal and cost proposal must be saved as separate PDF documents and emailed to dnr.ssd.procurement@alaska.gov as separate, clearly labeled attachments, such as "Vendor A – Technical Proposal.pdf" and "Vendor A – Cost Proposal.pdf" (Vendor A" is the name of the offeror). The email

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|---|--------------------------------|---|---------------------|
| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 5 of 49 |
|---|--------------------------------|---|---------------------|

must contain the IRFP number in the subject line. Offeror is only required to provide one copy of the technical and cost proposal if submitting a proposal via email.

The maximum size of a single email, including all text and attachments, that can be received by the state is 20mb (megabytes). If the email containing the proposal exceeds this size, the proposal must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above. **The DNR Procurement email address is dnr.ssd.procurement@alaska.gov.** It is the offeror's responsibility to contact the DNR Procurement office at 907-269-8687 to confirm that the proposal has been received. Emailed proposals must be received in their entirety by the DNR Procurement office no later than the Deadline for Receipt of Proposals to be considered responsive. The state is not responsible for unreadable, corrupt, or missing attachments or for delays in transmission between the sender's office and DNR Procurement. Late or incomplete proposals will be considered non-responsive and will be rejected.

An offeror's failure to submit its proposal no later than the deadline will cause the proposal to be disqualified. Late proposals or amendments will not be opened or accepted for evaluation.

d. All questions concerning this IRFP must be in writing and directed to the procurement officer shown below:

Name: Jim Sonnier;
Phone Number: 907-269-8687;
Fax Number: 907-269-8909;
TDD Number: 907-269-8411;
Email: dnr.ssd.procurement@alaska.gov

2. Purpose of the IRFP

The Department of Natural Resources, Division of Forestry, is soliciting competitive proposals for a qualified contractor to provide Janitorial Services at the Forestry Administrative Building, Warehouse, and Hangar located at 101 Airport Road, Palmer, Alaska. A more detailed description including Scope of Work can be found later in this document.

Offerors must be aware this is an Informal Request for Proposal process. Cost is only one of the factors that will be used to evaluate proposals submitted in response to this IRFP. Other factors that will be evaluated are outlined in paragraph D of this IRFP and the Proposal Evaluation form attached to this IRFP.

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|---|--------------------------------|---|---------------------|
| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 6 of 49 |
|---|--------------------------------|---|---------------------|

3. Contract Type

This contract is a **FIRM FIXED PRICE** contract.

4. Contract Budget

The Department of Natural Resources, Division of Forestry, estimates a budget of between \$40,000 and \$50,000 dollars per year for completion of required services. This IRFP is being solicited under the small procurement provisions of the State of Alaska Procurement code. Proposals priced at more than \$100,000.00 will be considered non-responsive and will be rejected by the state.

5. Contract Term and Work Schedule

The contract term and work schedule set out herein represents the State of Alaska's best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days.

The length of the contract will be from January 15, 2019 or the date of award, whichever is later, until December 31, 2019. Based on accepted cost, the contract may be renewed for one additional year at the sole discretion of the State and under the same terms, conditions, specifications, and pricing as the original contract.

Unless otherwise provided in this IRFP, the State and the successful offeror/contractor agree: (1) that any holding over of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect and (2) to provide written notice to the other party of the intent to cancel such month-to-month extension at least 30-days before the desired date of cancellation.

The approximate contract schedule is as follows:

- Issue IRFP December 7, 2018;
- Pre-proposal Conference at 2:00 p.m. on December 17, 2018;
- Deadline for Receipt of Proposals 2:00 p.m. on January 3, 2019;
- State of Alaska issues Notice of Award January 9, 2019;

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|---|--------------------------------|---|---------------------|
| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 7 of 49 |
|---|--------------------------------|---|---------------------|

- State of Alaska issues contract January 10, 2019;
- Contract start January 15, 2019;
- Contract end December 31, 2019.

6. Location of Work

The locations the work is to be performed, completed and managed is at the Forestry Palmer Administrative Building, Warehouse, and Hangar located at 101 Airport Road, Palmer, Alaska.

Except as specified within this IRFP, the state **WILL NOT** provide workspace for the contractor. The contractor must provide its own workspace.

Travel to other locations will not be required.

By signature on their proposal, the offeror certifies that all services provided under this contract by the contractor and all subcontractors shall be performed in the United States.

If the offeror cannot certify that all work will be performed in the United States, the offeror must contact the procurement officer in writing to request a waiver at least 10 days prior to the deadline for receipt of proposals.

The request must include a detailed description of the portion of work that will be performed outside the United States, where, by whom, and the reason the waiver is necessary.

Failure to comply with this requirement or to obtain a waiver may cause the state to reject the proposal as non-responsive, or cancel the contract.

7. Prior Experience

In order for offers to be considered responsive offerors must meet and must clearly identify within their proposal a minimum of 2 years of experience providing janitorial or custodial services for a commercial building or complex.

An offeror's failure to meet these minimum prior experience requirements will cause their proposal to be considered non-responsive and their proposal will be rejected.

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 8 of 49 |
|---|--------------------------------|---|---------------------|

8. Subcontractors

Subcontractors may be used to perform work under this contract. If an offeror intends to use subcontractors, the offeror must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform.

If a proposal with subcontractors is selected, the offeror must provide the following information concerning each prospective subcontractor within five working days from the date of the state's request:

- a. complete name of the subcontractor;
- b. complete address of the subcontractor;
- c. type and percentage of work the subcontractor will be performing;
- d. evidence that the subcontractor holds a valid Alaska business license; and
- e. a written statement, signed by each proposed subcontractor that clearly verifies that the subcontractor is committed to render the services required by the contract.

An offeror's failure to provide this information, within the time set, may cause the state to consider their proposal non-responsive and reject it. The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the DNR Forestry Project Manager.

Notwithstanding the approval of any subcontract, the primary Contractor will be held solely responsible for the satisfactory performance of all subcontractors and subcontracted services and for compensation of all subcontractors. The Contractor shall be and remain liable for all costs and damages to the Division of Forestry caused by negligent performance or non-performance of the subcontracted services and shall indemnify, defend, and hold harmless the State, its officers, employees, and agents from and against any such claims or failures by its subcontractors.

9. Joint Ventures

Joint ventures will not be allowed.

10. Pre-Proposal Conference and Site Visit

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|---|--------------------------------|---|---------------------|
| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 9 of 49 |
|---|--------------------------------|---|---------------------|

a. Pre-Proposal Conference. A **NON-MANDATORY** pre-proposal conference will be held at 2:00 p.m., Alaska Time, on December 17, 2018 in the Spruce conference room located just inside the main door of the Forestry Palmer Administrative building in Palmer, Alaska. Adequate parking is available at this location. The purpose of the conference is to discuss the work to be performed with the prospective offerors, allow them to ask questions concerning the IRFP, and view the three facilities for which the selected contractor will be required to provide services. Questions and answers will be sent to prospective offerors via a written amendment to the IRFP as soon as possible after the meeting.

Offerors with a disability needing accommodation should contact the procurement officer prior to the date set for the pre-proposal conference so that reasonable accommodation can be made.

Because this conference involves a walk-through of three separate facilities this conference **WILL NOT** be teleconferenced.

b. Site Visit. Offerors who were unable to attend the Pre-Proposal Conference, or who registered for this IRFP after the Pre-Proposal Conference, are encouraged to visit the work site so that they can see the conditions under which the work described in this IRFP will be performed. The site may be inspected by contacting RaDonna Turner at telephone number 907-761-6210. The contact person is only empowered to allow offerors to view the work site. Any questions the offerors have must be directed to the DNR Procurement Section. The contact person cannot and will not answer offeror questions regarding the work to be performed under this IRFP or the terms, conditions, and specifications of this IRFP or amendments issued for this IRFP.

c. An offeror's failure to attend the pre-proposal conference or visit the work site will in no way relieve the offeror of the responsibility of performing the work in strict compliance with the true intent and meaning of the terms, conditions and specifications of this IRFP or amendments issued for this IRFP.

11. Questions Received Prior to Opening of Proposals

All questions must be in writing and directed to the DNR Procurement office via email to dnr.ssd.procurement@alaska.gov or via fax to 907-269-8909. The interested party must confirm telephone conversations in writing.

Two types of questions generally arise. One may be answered by directing the questioner to a specific section of the IRFP. These questions may be answered over the telephone. Other questions may be more complex and may require a written

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 10 of 49 |
|---|--------------------------------|---|----------------------|

amendment to the IRFP. The procurement officer will make that decision.

If an amendment is issued, it will be provided to all who were provided a copy of the IRFP and to those who have registered with the procurement officer after receiving the IRFP from the State of Alaska Online Public Notice or IRIS Vendor Self Service website.

12. Amendments to Proposals

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the state's request.

13. Alternate Proposals

Offerors may only submit one proposal for evaluation. In accordance with 2 AAC 12.830, alternate proposals (proposals that offer something different than what is asked for) will be rejected.

14. Evaluation of Proposals

Proposals will be evaluated based on the evaluation factors set out in this IRFP. After receipt of proposals, if there is a need for any substantial clarification or material change in the IRFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended proposals. Evaluations may be adjusted as a result of receiving new or amended proposals.

15. Site Inspection of Contractor's Business

The state may conduct on-site visits to evaluate the offeror's capacity to perform the contract. An offeror must agree, at risk of being found non-responsive and having its proposal rejected, to provide the state reasonable access to relevant portions of its work sites. Individuals designated by the procurement officer at the state's expense will make site inspection.

16. Federal Requirements

The offeror must identify all known federal requirements that apply to the proposal, the evaluation, or the contract.

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 11 of 49 |
|---|--------------------------------|---|----------------------|

17. Contract Approval

This IRFP does not, by itself, obligate the state. The state's obligation will commence when the contract is approved by the Commissioner of the Department of Natural Resources, or the Commissioner's designee. Upon written notice to the contractor, the state may set a different starting date for the contract. The state will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the state.

18. Proposed Payment Procedures

The state will make monthly payments for services provided during the contract period. Payments will be NET 30 days upon completion of services, receipt of a true and correct invoice, and approval of the DNR Forestry Project Manager.

19. Contract Payment

No payment will be made until the contract is approved by the Commissioner of the Department of Natural Resources or the Commissioner's designee. Under no conditions will the state be liable for the payment of any interest charges associated with the cost of the contract.

The state is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

20. Right to Inspect Place of Business

At reasonable times, the state may inspect those areas of the contractor's place of business that are related to the performance of a contract. If the state makes such an inspection, the contractor must provide reasonable assistance.

21. Contract Changes - Amendments

During the course of this contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract and cannot exceed the small procurement limits established under AS 36.30.320.

When additional work is required, the state will provide the contractor a description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments per AS 36.30.400.

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|---|--------------------------------|---|----------------------|
| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 12 of 49 |
|---|--------------------------------|---|----------------------|

The contractor will not commence additional work until the procurement officer has secured any required state approvals necessary for the amendment and a written contract amendment has been issued.

22. Alaska Business License and Other Required Licenses

In order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran and Alaska Offeror Preference, an offeror must hold a valid Alaska business license prior to the deadline for receipt of proposals. Otherwise the successful offeror must have a valid Alaska business license before award of the contract. Offerors should contact the Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, P. O. Box 110806, Juneau, Alaska 99811-0806, for information on these licenses. Information on the licenses can also be found at the following link:

<https://www.commerce.alaska.gov/web/cbpl/>. Acceptable evidence that the offeror possesses a valid Alaska business license may consist of any one of the following:

- a. copy of an Alaska business license;
- b. certification on the proposal that the offeror has a valid Alaska business license and has included the license number in the proposal;
- c. a canceled check for the Alaska business license fee;
- d. a copy of the Alaska business license application with a receipt stamp from the state's occupational licensing office; or
- e. a sworn and notarized affidavit that the offeror has applied and paid for the Alaska business license.

You are not required to hold a valid Alaska business license at the time proposals are opened if you possess one of the following licenses and are offering services or supplies under that specific line of business:

- a. fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game;
- b. liquor licenses issued by Alaska Department of Revenue for alcohol sales only;
- c. insurance licenses issued by Alaska Department of Commerce, Community and

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|---|--------------------------------|---|----------------------|
| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 13 of 49 |
|---|--------------------------------|---|----------------------|

Economic Development, Division of Insurance; or

d. Mining licenses issued by Alaska Department of Revenue.

Prior to the deadline for receipt of proposals, all offerors must hold any other necessary applicable professional licenses required by Alaska Statute.

23. Preferences

The Alaska Bidder, Alaska Veteran, and Alaska Offeror preferences are the most common preferences involved in the IRFP process. Additional preferences that may apply to this procurement are listed below. Guides that contain excerpts from the relevant statutes and codes, explain when the preferences apply and provide examples of how to calculate the preferences are available at the Department of Administration, Division of General Service's web site: <http://doa.alaska.gov/dgs/policy.html>

Alaska Products Preference - AS 36.30.332

Employment Program Preference - AS 36.30.321(b)

Alaskans with Disabilities Preference - AS 36.30.321(d)

The Division of Vocational Rehabilitation in the Department of Labor and Workforce Development keeps a list of qualified employment programs and individuals who qualify as persons with a disability. As evidence of a business' or an individual's right to the Employment Program or Alaskans with Disabilities preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of these preferences, a business or individual must be on the appropriate Division of Vocational Rehabilitation prior to the time designated for receipt of proposals. Offerors must attach a copy of their certification letter to the proposal. An offeror's failure to provide this certification letter with their proposal will cause the state to disallow the preference.

Alaska Bidder Preference

An Alaska Bidder Preference of five percent will be applied prior to evaluation. The preference will be given to an offeror who:

- a. holds a current Alaska business license prior to the deadline for receipt of proposals;
- b. submits a proposal for goods or services under the name appearing on the offeror's current Alaska business license;
- c. has maintained a place of business within the state staffed by the offeror, or an

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 14 of 49 |
|---|--------------------------------|---|----------------------|

employee of the offeror, for a period of six months immediately preceding the date of the proposal;

d. is incorporated or qualified to do business under the laws of the state, is a sole proprietorship and the proprietor is a resident of the state, is a limited liability company (LLC) organized under AS 10.50 and all members are residents of the state, or is a partnership under AS 32.06 or AS 32.11 and all partners are residents of the state; and

e. if a joint venture, is composed entirely of ventures that qualify under (1)-(4) of this subsection.

Alaska Veteran Preference

An Alaska Veteran Preference of five percent will be applied prior to evaluation. The preference will be given to an offeror who qualifies under AS 36.30.990(250) as an Alaska bidder and is a:

(a) sole proprietorship owned by an Alaska veteran;

(b) partnership under AS 32.06 or AS 32.11 if a majority of the partners are Alaska veterans;

(c) limited liability company organized under AS 10.50 if a majority of the members are Alaska veterans; or

(d) corporation that is wholly owned by individuals, and a majority of the individuals are Alaska veterans.

Alaska Offeror Preference

Alaska offerors will be provided a 10 percent overall evaluation point preference. Alaska bidders, as defined in AS 36.30.990(25), are eligible for this preference. Each Alaska offeror will receive 10 percent of the total available points added to their overall evaluation score as a preference.

24. Standard Contract Provisions

The contractor will be required to comply with the attached Appendix A of the State's Standard Agreement Form for Goods and Non-Professional Services. The contractor must comply with the contract provisions set out in this attachment. No alteration of these provisions will be permitted without prior written approval from the Department of

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 15 of 49 |
|---|--------------------------------|---|----------------------|

Law. Objections to any of the provisions in Appendix A must be set out in the offeror's proposal.

25. Insurance Requirements

The successful offeror must provide proof of workers' compensation insurance prior to contract approval.

The successful offeror must secure the insurance coverage required by the state. The coverage must be satisfactory to the Department of Administration Division of Risk Management. An offeror's failure to provide evidence of such insurance coverage is a material breach and grounds for withdrawal of the award or termination of the contract.

Offerors must review form APPENDIX B1, attached, for details on required coverage. No alteration of these requirements will be permitted without prior written approval from the Department of Administration, Division of Risk Management. Objections to any of the requirements in APPENDIX B1 must be set out in the offeror's proposal.

26. Required Review

Offerors should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the procurement officer prior to the deadline for receipt of proposals. This will allow issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of an offeror's proposal upon which award could not be made. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the procurement officer, in writing, prior to the deadline for receipt of proposals.

27. Right of Rejection

Offerors must comply with all of the terms of the IRFP, the State Procurement Code (AS 36.30), and all applicable local, state, and federal laws, codes, and regulations. The procurement officer may reject any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the IRFP.

Offerors may not qualify the proposal nor restrict the rights of the state. If an offeror does so, the procurement officer may determine the proposal to be a non-responsive counter-offer and the proposal may be rejected.

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 16 of 49 |
|---|--------------------------------|---|----------------------|

Minor informalities that:

- do not affect responsiveness;
- are merely a matter of form or format;
- do not change the relative standing or otherwise prejudice other offers;
- do not change the meaning or scope of the IRFP;
- are trivial, negligible, or immaterial in nature;
- do not reflect a material change in the work; or
- do not constitute a substantial reservation against a requirement or provision;

may be waived by the procurement officer.

The state reserves the right to refrain from making an award if it determines that to be in its best interest.

A proposal from a debarred or suspended offeror shall be rejected.

28. Assistance to Offerors with a Disability

Offerors with a disability may receive accommodation regarding the means of communicating this IRFP or participating in the procurement process. For more information, contact the procurement officer prior to the deadline for receipt of proposals.

29. State Not Responsible for Preparation Costs

The state will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

30. Disclosure of Proposal Contents

All proposals and other material submitted become the property of the State of Alaska and may be returned only at the state's option. AS 40.25.110 requires that public records to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time an Award or Notice of Award is issued. Thereafter, proposals will become public information.

Trade secrets and other proprietary data contained in proposals may be held confidential if the offeror requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. Material considered confidential by

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 17 of 49 |
|---|--------------------------------|---|----------------------|

the offeror must be clearly identified and the offeror must include a brief statement that sets out the reasons for confidentiality.

31. Authorized Signature

All proposals must be signed by an individual authorized to bind the offeror to the provisions of the IRFP. Proposals must remain open and valid for at least 90-days from the opening date.

32. Offeror's Certification

By signature on the proposal, offerors certify that they comply with the following:

- a. the laws of the State of Alaska;
- b. the applicable portion of the Federal Civil Rights Act of 1964;
- c. the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- d. the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- e. all terms and conditions set out in this IRFP;
- f. a condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury;
- g. that the offers will remain open and valid for at least 90 days; and
- h. that programs, services, and activities provided to the general public under the resulting contract conform with the Americans with Disabilities Act of 1990, and the regulations issued thereunder by the federal government.

If any offeror fails to comply with (a) through (h) of this section, the state reserves the right to disregard the proposal, terminate the contract, or consider the contractor in default.

33. Conflict of Interest

Each proposal shall include a statement indicating whether or not the firm or any

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 18 of 49 |
|---|--------------------------------|---|----------------------|

individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict. The Commissioner of the Department of Natural Resources reserves the right to consider a proposal non-responsive and reject it or cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the offeror. The Commissioner's determination regarding any questions of conflict of interest shall be final.

34. Assignment

Per 2 AAC 12.480, the contractor may not transfer or assign any portion of the contract without prior written approval from the procurement officer.

35. Disputes

Any dispute arising out of this agreement will be resolved under the laws of the State of Alaska. Any appeal of an administrative order or any original action to enforce any provision of this agreement or to obtain relief from or remedy in connection with this agreement may be brought only in the Superior Court for the State of Alaska.

36. Severability

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

37. Supplemental Terms and Conditions

Proposals must comply with Right of Rejection section. However, if the state fails to identify or detect supplemental terms or conditions that conflict with those contained in this IRFP or that diminish the state's rights under any contract resulting from the IRFP, the term(s) or condition(s) will be considered null and void. After award of contract:

- a. if conflict arises between a supplemental term or condition included in the proposal and a term or condition of the IRFP, the term or condition of the IRFP will prevail; and
- b. if the state's rights would be diminished as a result of application of a supplemental term or condition included in the proposal, the supplemental term or condition will be considered null and void.

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 19 of 49 |
|---|--------------------------------|---|----------------------|

38. Vendor Tax ID

A valid Vendor Tax ID must be submitted to the DNR Procurement office with the proposal or within five days of the state's request.

39. Formula Used to Convert Cost to Points

The distribution of points based on cost will be determined by the method set out below. The lowest cost proposal will receive the maximum number of points allocated to cost.

Cost will be converted to points using the following formula:

Price of Lowest Cost Proposal x Maximum Points for Cost / Cost of Each Higher Priced Proposal = Points

Offerors must be aware this is an Informal Request for Proposal process. Cost is only one of the factors that will be used to evaluate proposals submitted in response to this IRFP. Other factors that will be evaluated are outlined in paragraph D of this IRFP and the Proposal Evaluation form attached to this IRFP.

40. Clarification of Offers

In order to determine if a proposal is reasonably susceptible for award, communications by the procurement officer or the proposal evaluation committee (PEC) are permitted with an offeror to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the procurement officer or the PEC may be adjusted as a result of a clarification under this section.

41. Failure to Negotiate

If the selected offeror

- fails to provide the information required to begin negotiations in a timely manner; or
- fails to negotiate in good faith; or
- indicates they cannot perform the contract within the budgeted funds available for the project; or
- if the offeror and the state, after a good faith effort, simply cannot come to terms,

the state may terminate negotiations with the offeror initially selected and commence

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 20 of 49 |
|---|--------------------------------|---|----------------------|

negotiations with the next highest ranked offeror.

42. Notice of Award (NOA) — Offeror Notification of Selection

After the completion of contract negotiation, the procurement officer will issue a written Notice of Award (NOA) and send copies to all offerors. The NOA will set out the names of all offerors and identify the proposal selected for award.

43. Protest

2 AAC 12.695 provides that an interested party may protest the content of the IRFP or the award of a contract.

An interested party is defined in 2 AAC 12.990(a) (7) as "an actual or prospective bidder or offeror whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

An interested party must first attempt to informally resolve the dispute with the procurement officer. If that attempt is unsuccessful, the interested party may file a written protest. The written protest must be filed with the Commissioner of the purchasing agency or the Commissioner's designee. The protester must also file a copy of the protest with the procurement officer. A protester must have submitted a proposal in order to have sufficient standing to protest the award of a contract. Written protests must include the following information:

- a. the name, address, and telephone number of the protester;
- b. the signature of the protester or the protester's representative;
- c. identification of the contracting agency and the solicitation or contract at issue;
- d. a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
- e. the form of relief requested.

If the protestor agrees, the Commissioner of the purchasing department or the Commissioner's designee may assign the protest to the procurement officer or other state official for alternate dispute resolution. In other cases, the Commissioner or the Commissioner's designee may issue a decision sustaining or denying the protest, or may conduct a hearing using procedures set out in AS 36.30.670(b).

A written protest of the content of the solicitation must be received by the Commissioner or Commissioner's designee prior to the deadline for receipt of proposals. A written

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 21 of 49 |
|---|--------------------------------|---|----------------------|

protest of the award of a contract must be received by the Commissioner or Commissioner's designee within ten days after the date the Notice of Award is issued.

44. Nondisclosure and Confidentiality

Contractor agrees that all confidential information shall be used only for purposes of providing the deliverables and performing the services specified herein and shall not disseminate or allow dissemination of confidential information except as provided for in this section. The contractor shall hold as confidential and will use reasonable care (including both facility physical security and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties of, the confidential information. "Reasonable care" means compliance by the contractor with all applicable federal and state law, including the Social Security Act and HIPAA. The contractor must promptly notify the state in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

Confidential information, as used herein, means any data, files, software, information or materials (whether prepared by the state or its agents or advisors) in oral, electronic, tangible or intangible form and however stored, compiled or memorialized that is classified confidential as defined by State of Alaska classification and categorization guidelines provided by the state to the contractor or a contractor agent or otherwise made available to the contractor or a contractor agent in connection with this contract, or acquired, obtained or learned by the contractor or a contractor agent in the performance of this contract. Examples of confidential information include, but are not limited to: technology infrastructure, architecture, financial data, trade secrets, equipment specifications, user lists, passwords, research data, and technology data (infrastructure, architecture, operating systems, security tools, IP addresses, etc).

Additional information that the contractor shall hold as confidential during the performance of services under this contract include:

- a. Door security access codes for Division of Forestry facilities;
- b. Any other information deemed non-releasable by the DNR Forestry Project Manager.

If confidential information is requested to be disclosed by the contractor pursuant to a request received by a third party and such disclosure of the confidential information is required under applicable state or federal law, regulation, governmental or regulatory authority, the contractor may disclose the confidential information after providing the state with written notice of the requested disclosure (to the extent such notice to the state is permitted by applicable law) and giving the state opportunity to review the

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 22 of 49 |
|---|--------------------------------|---|----------------------|

request. If the contractor receives no objection from the state, it may release the confidential information within 30 days. Notice of the requested disclosure of confidential information by the contractor must be provided to the state within a reasonable time after the contractor's receipt of notice of the requested disclosure and, upon request of the state, shall seek to obtain legal protection from the release of the confidential information.

The following information shall not be considered confidential information: information previously known to be public information when received from the other party; information freely available to the general public; information which now is or hereafter becomes publicly known by other than a breach of confidentiality hereof; or information which is disclosed by a party pursuant to subpoena or other legal process and which as a result becomes lawfully obtainable by the general public.

45. Enrollment in IRIS

Offerors will be required to be enrolled in the State of Alaska's Integrated Resource Information System (IRIS) database prior to award of a contract resulting from this IRFP . Enrollment can be done online at the following link: <http://doa.alaska.gov/dof/iris/vendor.html>. Offerors who are not enrolled prior to award of a contract will be notified by DNR Procurement. Failure of an offeror to enroll in the IRIS database will delay award of the contract.

46. Contract Cancellation.

The state reserves the right to cancel the contract at its convenience upon 30 calendar days written notice to the contractor. The state is liable only for payment in accordance with the payment provisions of this contract for services or supplies provided before the effective date of termination.

47. Federal Debarment, Suspension, Ineligibility and Voluntary Exclusion.

Expenditures from this contract may involve federal funds. The U.S. Department of Labor requires all state agencies that are expending federal funds to have a certification filed in the proposal (by the offeror) that they have not been debarred or suspended from doing business with the federal government. The Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions form attached to this solicitation must be completed and submitted with your proposal.

B. Background Information

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 23 of 49 |
|---|--------------------------------|---|----------------------|

The Department of Natural Resources (DNR), Division of Forestry, manages forests for multiple uses and sustained yield of renewable resources and provides fire protection services and related fire and aviation management for the State of Alaska. Within Southcentral Alaska much of this mission, particularly related to fire protection services and fire and aviation management, is done at the Palmer complex located at 101 Airport Road, Palmer, Alaska. The complex consists of three separate facilities: an Administrative Building, Warehouse, and Hangar, each with different functions. While sparsely staffed during the off-season, all three facilities experience a significant increase in staffing during the annual fire season, which runs from April 1st to September 30th.

In the past DNR has issued a Request for Quotations (RFQ) or an Invitation to Bid (ITB) and awarded to the lowest responsive bidder. However, this often resulted in contractor's being unable to provide required services to the division's standard at the accepted cost and cancellation or non-renewal of the subsequent contract. Because of these and other issues DNR is issuing this Informal Request for Proposals (IRFP) to allow the State to evaluate factors in addition to cost for award of the contract.

Offerors must be aware this is an Informal Request for Proposal process. Cost is only one of the factors that will be used to evaluate proposals submitted in response to this IRFP. Other factors that will be evaluated are outlined in paragraph D of this IRFP and the Proposal Evaluation form attached to this IRFP.

C. Scope of Work

1. General Information.

a. Description of Services. The Contractor shall provide all management, labor, tools, equipment, and supplies necessary to ensure that janitorial services are performed in a manner that will maintain a satisfactory facility condition and present a neat, clean, and professional appearance.

b. Brand Specific. Certain supplies may be designated brand specific. When an item is so designated no substitutions for the brand and model specified will be allowed.

c. Inspection. Equipment offered for use in the contract resulting from this IRFP may be subject to inspection and approval by the state prior to the award of the IRFP. The equipment and attachments must be in good repair and capable of performing the work for which they were designed.

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 24 of 49 |
|---|--------------------------------|---|----------------------|

d. Contract Start-up Meeting. Prior to beginning any work on the contract, the Contractor will meet with the DNR Forestry Program Manager at a mutually agreed time and location. Purpose of the meeting will be to discuss the Contractor and State's expectations, review the scope of services, and exchange contact information. At the start-up meeting the:

1) Contractor will provide:

- a) A copy of Quality Control procedures;
- b) A list of all cleaning and restroom supplies that will be used during the contract to include product name, manufacturer, and item use;
- c) MSDS's on all chemicals that will be used during the contract; and
- d) An annual schedule for services.

2) State will provide:

- a) Any key(s) or security access code(s) that may be required for the contractor to access the facility or area(s) within the facility; and
- b) Any information that may affect the contractor's schedule or ability to provide required services, i.e., incident management activities, training, etc.

e. Work Week. The Contractor shall perform janitorial services in a manner to create minimum disturbance or inconvenience to the use of the facility or State staff.

Unless otherwise specified in this RFP or mutually agreed to between the State and contractor, services are to be provided Monday through Friday except for State holidays.

Unless called out to correct a deficiency or for an unscheduled service, or otherwise specified within this IRFP, Contractor staff are not allowed on the premises prior to 5:30 p.m. and must depart the premises prior to 11:30 p.m. Contractor staff showing up on the premises for routine services before 5:30 p.m. or departing later than 11:30 p.m. may be cause for a service contract deficiency being issued to the Contractor.

If the Division of Forestry is involved in wildland fire operations, the facilities may be occupied by Forestry staff up to midnight. In the event the State is involved in wildland fire operations, the Contractor must be prepared to provide janitorial services between

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 25 of 49 |
|---|--------------------------------|---|----------------------|

midnight and 7:00 a.m. The DNR Forestry Project Manager will notify the Contractor if later services are required and when to resume normal janitorial service hours.

The Contractor is not required to perform services on established State holidays. A copy of the current State calendar can be provided by the Program Manager or downloaded at the following website: <http://doa.alaska.gov/calendar/>. A copy can also be downloaded from the documents attached to this IRFP.

During the period of March 1st through October 31st of each contract year detailed cleanings such as carpet cleaning or tile floor stripping and waxing may be done on a Saturday or Sunday or over a State holiday with prior coordination and mutual agreement between the contractor and DNR Forestry Project Manager.

f. Service Contract Deficiencies. The contractor's failure to provide a service required by this contract will be grounds for the state to issue a Service Deficiency Claim (SDC) to the contractor. The SDC will be provided to the contractor in writing. The contractor will advise the state, in writing, of the corrective action being taken.

If a deficiency is not corrected within 7.5 working hours from the time it is issued, the state may issue another SDC and procure, from another contractor, the services necessary to correct the problem. The contractor will then be obligated to reimburse the state for the amount required to correct the problem.

If a contractor gets more than two substantiated SDCs in a 30-day period or a total of five substantiated SDCs in a 60-day period, it will be grounds for the state to declare the contractor in default and may result in cancellation of the contract.

g. Workmanship and Materials. All work must be performed in a thorough and workmanlike manner and in accordance with current industry practices. The contractor will be held responsible for the quality of the service, maintenance and inspections. Service, maintenance and inspections that are improperly done will be done over, by the contractor, at the contractor's sole risk and expense.

h. Inspections. The State may conduct spot checks at any time during the contract performance period. Periodic scheduled inspections may also be done in coordination with the Contractor. Any unsatisfactory inspection (defect) shall be documented and the Contractor shall correct the deficiency within 3 hours after notification.

i. Customer Complaints. The DNR Forestry Project Manager (PM) will receive and investigate complaints. The PM shall be responsible for initially validating customer complaints. The Procurement Officer shall make final determination of the validity of

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 26 of 49 |
|---|--------------------------------|---|----------------------|

customer complaint(s) in cases of disagreement between the PM and the Contractor. Validated customer complaints shall be corrected within 3 hours of notification if performance can be completed without detrimental impact on the customer.

j. Weapons, Firearms, and Ammunition. Contractor employees are prohibited from possessing weapons, firearms, or ammunition on themselves while on State property. Weapons, firearms, or ammunition may be kept locked within a Contractor-owned or privately-owned vehicle at the contractor's sole discretion and own expense. The State is not responsible for loss, damage, or theft of any contractor employee weapon, firearm, or ammunition from a Contractor-owned or privately-owned vehicle on State property.

k. Smoking. Smoking is prohibited within the State facility. Smoking is only allowed within designated smoking areas.

l. Mechanical and Storage Rooms. Contractor will not be required to provide janitorial services in mechanical and storage rooms.

m. Contract Prices and Price Adjustments. Contract prices must remain firm for the duration of the contract. This includes the initial contract year and any renewal option(s) or contract extension(s).

2. Contractor Requirements.

a. Quality Control (QC). The Contractor shall develop and maintain a quality control program to ensure janitorial services are performed in accordance with commonly accepted commercial practices and services. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-performance and continual repeat of defective service does not occur. A copy of these procedures shall be provided to the State of Alaska at the Contract Start-Up Meeting.

b. Contractor Furnished Vehicles and Equipment. The Contractor shall provide and maintain all vehicles and equipment necessary to perform the requirements of this contract.

Vehicles shall have the company name prominently displayed on both sides and be maintained to present a neat and professional appearance. Contractor is to park vehicles only in designated areas and shall not drive across lawns or in any restricted area within the Forestry facility complex or Palmer Airport.

Use of personal vehicles by contractor employees is acceptable provided they comply

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|---|--------------------------------|---|----------------------|
| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 27 of 49 |
|---|--------------------------------|---|----------------------|

with the same requirements shown for the company vehicle with the exception of placarding (company signs) on the vehicle. The contractor's staff must be in a company uniform when entering the building and performing the work. Also, the State will not be responsible for security of the vehicle or vehicle contents while on State property. All liability for the vehicle and vehicle contents rests with the vehicle owner.

All equipment used in the performance of this contract shall be in good operable condition and carry an Underwriters Laboratory (UL) listing. Equipment found to be unsafe and unable to function as designed shall not be used in performance of this contract. The Program Manager, Procurement Officer, or designated representative may inspect the Contractor's equipment and vehicles at any time and direct the removal of any unsafe or unusable equipment or vehicle from the installation. The Contractor shall provide adequate numbers of equipment items to effectively fulfill the scope of this contract. In addition, the Contractor shall maintain or have backup capability to provide continued service in the event primary equipment is down for extended maintenance or repairs. Equipment failure shall not alleviate the Contractor from performing any requirement contained in this contract.

d. Contractor Furnished Supplies. The Contractor shall provide the following:

1) Toilet Paper: 2 ply; Bay West Dubl Soft Premium, Brighton BRP 26212 / 410019, or State-approved equivalent.

2) Dispenser Towels: C-fold 10 ¼ inches x 13 3/8 inches, Bay West Ecosoft white, Georgia Pacific Envision 25190, or State-approved equivalent.

3) Can Liners: proper size for size of receptacle. Office baskets minimum of .7 mil thickness, low density or better. Large receptacles minimum of 1.5 mil thickness, low density or better.

4) Hand Soap: liquid soap suitable for use in existing dispensers; anti-bacterial preferred; Brighton Professional Foaming Hand Wash or State-approved equivalent.

5) Floor Wax, Carpet Shampoo, Sealer, Cleaning Agents, and other compounds, chemicals, or supplies to be provided as required to support contract requirements. Cleaning agents, floor wax, sealer, shampoo, and other compounds, chemicals, or supplies shall only be used as directed by the manufacturer's specifications.

6) Plastic Sanitary Napkin Disposal Bags: as required to support contract requirements.

7) Urinal Screens: as required to support contract requirements.

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 28 of 49 |
|---|--------------------------------|---|----------------------|

8) Shower Curtains: Shower curtains that are excessively filthy and cannot be cleaned, or become damaged or destroyed during the contract period, shall be supplied and replaced by the Contractor on an as-needed basis during the contract period. Contractor supplied shower curtains shall be a heavy duty solid white curtain suitably sized for the shower stall, and shall be billed separately on the invoice submitted at the end of the month. A copy of the invoice for purchase of the curtain(s) by the contractor must be submitted with the invoice. The State will only pay for actual cost of the replacement curtain without any additional contractor mark-ups or fees.

9) Bar Soap: The contractor will not be required to provide bar soap for the showers in any of the facilities under this contract.

10) Sanitary Napkins: The contractor WILL NOT be required to provide sanitary napkins or fill sanitary napkin dispensers during the performance of this contract. Sanitary napkins will be provided by staff. The contractor IS ONLY REQUIRED to provide plastic bags for the disposal of sanitary napkins.

11) Examples of Acceptable Products: The products listed in this section are examples of acceptable products that were used in previous contracts. The contractor may provide products other than those listed above at their discretion provided the products offered fit existing dispensers and otherwise meet the specifications shown herein.

12) Usage: Based on available information, previous contractors used approximately 12 cases of toilet paper (96 rolls per case) and 21 cases of paper towels (2400 per case) during the contract year. Actual usage varies during the year due to short staffing during the winter months (November 1st through the last day of February) and heavier usage during the period of March 1st through October 31st. For planning purposes:

a) Administrative Building: expect an average of 12 staff members between the period of November 1st through the last day of February and as many as 100 staff members between March 1st and October 31st. About half of the staff members may be women.

b) Hangar: expect an average of 6 staff members between the period of November 1st through the last day of February and as many as 12 staff members between March 1st and October 31st. At least one and possibly more of the staff members will be women.

c) Warehouse: expect an average of 2 staff members between the period of November 1st through the last day of February and as many as 100 staff members between March 1st and October 31st. About half of the staff members may be women.

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 29 of 49 |
|---|--------------------------------|---|----------------------|

These estimated numbers are for planning purposes only. Actual numbers may vary considerably depending upon the fire season. The State does not guarantee a minimum or maximum number of staff members to be available or product to be used at any given time during any given timeframe.

13) Contractor Supplied Soap, Paper Towel, and Toilet Paper Dispensers: The contractor may replace existing liquid soap, paper towel, and toilet paper dispensers upon written agreement from the DNR Forestry Project Manager. If approved, dispensers must not interfere with emergency exiting or staff usage of the stall or room in which the dispenser is installed. The contractor will be solely responsible for all costs associated with removing existing dispensers and installing new dispensers, to include any needed repairs to the Forestry facility caused by the contractor during removal or installation and any maintenance or replacement of contractor provided dispensers.

14) Contractor Supplied Chemical Mixing Units. The contractor may provide an automated chemical mixing unit upon written agreement from the DNR Forestry Project Manager. If allowed, the mixing unit must have an inhibitor of some type installed to prevent inadvertent release or backflow of chemicals into the Forestry facility water supply and the contractor must certify that contractor staff are familiar with proper operation of the unit. Contractor will be solely responsible for any costs associated with installation or removal of a chemical mixing unit or for any costs incurred by failure of the unit that damages the Forestry facility water supply or to the facility itself.

d. Miscellaneous Contractor Requirements. Contractor and contractor staff shall:

- 1) Report fire hazards, conditions, and items in need of repair to the DNR Forestry Project Manager;
- 2) Turn in lost and found articles to the DNR Forestry Project Manager;
- 3) Notify the DNR Forestry Project Manager when unauthorized or suspicious persons are seen on the premises; and
- 4) Display appropriate caution signs when cleaning floors or other surfaces that might pose a risk of injury for any staff that are present.

e. Physical Security. The Contractor shall be responsible for safeguarding all government property provided for Contractor use. At the end of each work period all government facilities, equipment, and materials shall be secured.

Contractor employees entering any facility or area if it has been locked by State staff

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 30 of 49 |
|---|--------------------------------|---|----------------------|

shall enter through one door and lock the door behind them. These facilities shall not be left unsecured at any time, including while work is being performed. Upon completing work in a facility or area, Contractor employees shall ensure all doors and windows that were secured upon their arrival are closed and secured upon their departure.

The contractor may not have access to some areas requiring special attention. For example, access to some data processing/telecommunication/computer areas may be limited to authorized personnel only. Some areas may be restricted from janitorial personnel during specific time frames and daily services in these spaces must be performed between specific hours as scheduled by the user agency occupants. Other spaces may require that the doors be immediately locked after completion of the janitorial services for that area.

f. Facility Access Control. The Contractor shall establish and implement methods of making sure all keys, lock combinations, security access codes, or security badges issued to the Contractor by the State are not lost, misplaced, or used by unauthorized persons. The Contractor shall not duplicate any keys issued by the State. The Contractor shall immediately report to the DNR Forestry Project Manager or Procurement Officer any occurrences of lost or duplicated keys. In the event keys, other than master keys, are lost or duplicated, the Contractor may be required, upon written direction of the Procurement Officer, to re-key or replace the affected lock or locks without cost to the State of Alaska. The State may, however, at its option, replace the affected lock or locks or perform re-keying and deduct the cost of such from the monthly payment due the Contractor. Loss of keys, security access codes, or security badges, or disclosure of lock combinations may be grounds for immediate termination of the contract.

g. Contract Manager. The Contractor shall provide a contract manager who shall be responsible for the performance of the work and who shall be capable of being contacted by cellular telephone. The name and cellular telephone number of this person and an alternate who shall act for the Contractor when the manager is absent shall be designated in writing to the DNR Forestry Project Manager.

The contract manager or alternate shall have full authority to act for the Contractor on all contract matters relating to daily operation of this contract. The contract manager must also be available to meet with the DNR Forestry Project Manager within three hours on any valid customer complaint or discrepancy.

The contract manager and alternate(s) must be able to read, write, speak, and understand the English language.

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|---|--------------------------------|---|----------------------|
| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 31 of 49 |
|---|--------------------------------|---|----------------------|

Contractor employees on work programs will require supervision on a 1-2 ratio (1 supervisor for every 2 employees).

h. Contractor Personnel. Contractor personnel performing work under a contract resulting from this IRFP must be legally able to work in the United States. At least one Contractor employee on-site at the work location must be able to read, write, speak, and understand the English language.

Contractor personnel shall present a neat appearance. Contractor personnel shall be easily recognizable while on the State premises in conjunction with this contract. This shall be accomplished through the wear of distinctive clothing, vests, overcoats, or hats, bearing the company name or logo. The coloring or design of the items selected should be such that identifies personnel easily and quickly for reasons of safety and personal protection.

The State is authorized to restrict the employment under the contract of any Contractor employee or prospective Contractor employee who is identified as a potential threat to the health, safety, security, general well-being, or operational mission of the State. This includes being able to immediately have the Contractor remove and replace a Contractor employee who is or appears to be under the influence of drugs or alcohol, has or appears to have a communicable disease, is or appears to be belligerent or insubordinate, or whose continued presence is deemed contrary to the public or State's best interest. Contractor employees removed at the direction of the State may only be allowed back on the premises at the sole discretion of the State.

The Warehouse does not have a restroom, sink, faucet, or any other water supply source on the 2nd floor. Offeror must state within their proposal how they intend to provide required services on the 2nd floor of the warehouse.

i. Conduct of Work. All contract work shall be completed without interfering with the proper performance of State business or work being done by other contractors. Contractor employees shall not disturb materials on desks, open drawers or cabinets, or use telephones, computers, fax machines, copiers, or other equipment or supplies provided for official State use. All items removed for cleaning will be replaced in their original locations.

Minor children of the Contractor or Contractor employees shall not be allowed on the premises under any circumstances.

If, in the opinion of the Project Manager, the Contractor damages any State, State employee, or general public owned property the Contractor will make replacements and

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|---|--------------------------------|---|----------------------|
| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 32 of 49 |
|---|--------------------------------|---|----------------------|

repairs to the approval of the Project Manager. If the Contractor is unable to make replacements or repairs, the State may hire another firm or assign State personnel to repair the damage. Cost of repairs or replacements done by another firm hired by the State or by State employees will be deducted from the monthly invoice.

No business solicitations from contractor or contract employees to solicit additional private business from building occupants is allowed during the performance of this contract. This includes but is not limited to posting or leaving business cards, notes, or advertisements on bulletin boards, desks, or anywhere within the facilities being serviced, or verbal contact of any kind to building occupants soliciting their business.

j. Contract Completion or Cancellation. Upon completion, cancellation, or non-renewal of the contract, the Contractor shall provide all required services, clean the building, and leave all dispensers full on the last scheduled day of performance. If a Contractor fails to comply with this requirement, the State may have the services provided by another firm and will deduct the cost of services from the Contractor's final invoice.

k. Security Badges. If security or area access badges are required by the State, the Contractor shall immediately provide all required information to the Program Manager to obtain badges for Contractor employees. This includes but is not limited to social security numbers, valid driver's license numbers, background security checks, and any other required information. It may also include fingerprinting. The Contractor will be responsible for ensuring any security badges issued by the State are properly used by their employees, will be legally liable for any misuse of these badges by their employees, and will be responsible for the cost of replacing any lost, stolen, or damaged badges at their own expense. The State may reject workers on the basis of security clearance checks at its sole discretion.

I. OSHA and MSD Reporting. In accordance with AS 18.60, the contractor shall acquire, file, and maintain up-to-date records pertaining to Material Safety Data Sheets (MSDS) for substances and products used by the contractor in performance of any contract awarded from this solicitation. The contractor shall assume full responsibility for conformance with the law in regard to the contractor's employees. The contract administrator may request or inspect the contractor's files on products being used in performance of work awarded from this solicitation. A current, up-to-date binder will be kept on site at the Palmer Administration building, Hangar, and Warehouse throughout the duration of the contract.

The contractor will be familiar with and operate within guidelines set forth by the Occupational Safety and Health Act and all City and/or State of Alaska regulations that

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|---|--------------------------------|---|----------------------|
| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 33 of 49 |
|---|--------------------------------|---|----------------------|

affect custodial and housekeeping operations.

The contractor will ensure that all employees assigned to the contract are knowledgeable of current guidelines/regulations affecting custodial and housekeeping operations.

m. Completion of Checklists. Checklists listing individual tasks performed will be required to be filled out with each service and a copy left in the designated mail slot in the Palmer Administration building. Checklist forms will be provided to the Contractor by the Division of Forestry. A sample copy of the checklist is attached to this IRFP.

3. State Furnished Property and Services.

a. Facilities. There are no State furnished facilities for use by the Contractor in providing services under this contract except as described below.

b. Janitorial Closets or Storage Cabinets. Janitorial closets or storage cabinets may be available for use by the Contractor, without cost, for the purpose of storing materials and equipment, excluding flammable materials. The Contractor shall be required to maintain odorless and clean closets. Closets shall be free of clutter and debris. Cleaning supplies and tools shall be stored and organized in such a manner as to allow easy access and movement in closet.

Closets provided for janitorial service use will be locked if locks are available. The State of Alaska will not be responsible for Contractor's stored supplies or equipment or for the Contractor's employees' personal belongings kept in the building or janitor's closets.

The janitor closet in the Warehouse has a sign from the Warehouse Manager to store items under the sink in the Women's restroom if needed.

c. Refuse Collection and Disposal. The State shall provide waste receptacles and dumpsters to dispose of trash or refuse generated during the performance of this contract. The Contractor will be responsible for providing any bulk containers (bins) required to collect trash from State provided receptacles and transport collected trash from the facility to the dumpster.

d. Floorplan. A floor plan of the Department of Natural Resources Palmer Facilities can be downloaded from the IRIS Vendor Self Service and State of Alaska Online Public Notice postings. A copy can also be provided by the DNR Procurement Office upon written request.

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 34 of 49 |
|---|--------------------------------|---|----------------------|

e. Square Footage. The approximate square footage of each building to be cleaned is:

- 1) Administration Building: 14,700 square feet;
- 2) Warehouse: 6,000 square feet lower floor offices; 2,000 square feet upper floor offices; and
- 3) Hangar: +/- 750 square feet lower floor offices; +-- 2,500 square feet upper floor offices, excluding boiler room and hangar areas.

4. Service Requirements

a. Daily Services.

1) Fire Season Services. During the period of March 1st through October 31st of each contract year all Daily services are to be performed 5 days a week, Monday through Friday, between the hours of 5:30 p.m. and 11:00 p.m., for all three facilities.

If the Division of Forestry is involved in wildland fire operations during the fire season, facilities may be occupied by Forestry staff up to midnight. In the event the State is experiencing a heavy fire season, the Contractor must be prepared to provide janitorial services between midnight and 7:00 a.m. The DNR Forestry Project Manager will notify the Contractor if later services are required and when to resume normal janitorial service hours.

2) Off-Season Services. During the period of November 1st through the last day of February of each contract year all Daily services are to be performed:

a) Administrative Building and Hangar. 3 days a week, Monday, Wednesday, and Friday, between the hours of 5:30 p.m. and 11:00 p.m. for the Administrative Building and Hangar.

The contractor WILL NOT be required to provide any services in the aircraft parking and maintenance area within the Hangar.; and

b) Warehouse. 1 day a week, Wednesdays, between the hours of 5:30 p.m. and 11:00 p.m. for the Warehouse.

The contractor WILL NOT be required to provide any services in the bay area of the Warehouse.

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 35 of 49 |
|---|--------------------------------|---|----------------------|

c) State Holidays. If a State holiday falls on a Monday or Friday, or another day during the work week, Daily cleaning will not be required on that day. For example, Monday, January 21, 2019 is a State holiday. Cleaning will not be done on Monday, January 22nd but will be done on Wednesday, January 23rd and Friday, January 25th of that week.

3) Trash. Empty all interior and exterior trash receptacles and replace with proper-sized contractor-supplied plastic can liners as needed. Remove all litter, cans, papers, cardboard, and other items marked "TRASH." Properly dispose of all collected items in the State-provided dumpster. Trash will not be left overnight in custodial closets or other areas. The contractor will be responsible for removing stains and spots on surfaces where trash is placed before transportation to refuse dumpsters. These include carpet, tile, and both indoor and outdoor concrete surfaces.

4) Ashtrays. Remove all cigarette butts from, and clean all surfaces of, outdoor building entrance ashtrays and sift or stir sand for attractive appearance.

5) Carpeted Areas. Vacuum all carpeted areas in the building. At a minimum this will include walk-off (floor) mats (straighten all mats), entrances, corridors, conference rooms, offices, and other areas. This also includes under desks, behind doors, and in corners. Spot clean all carpets and walk-off mats to remove stains. When completed all carpeted areas shall be neat, clean, free of debris, and present a professional appearance.

6) Bathrooms. Clean, disinfect, and deodorize toilet room floors, plumbing fixtures, toilets, urinals, counters, mirrors, dispensers, sinks, showers, shower stalls, shower curtains, walls, partitions, doors, and any other surfaces, including underneath portions of sinks using approved germicidal or disinfectant chemicals or products. Check function of all dispensers and report discrepancies to the DNR Forestry Project Manager. Provide and maintain toilet paper, paper towels, liquid soap, and plastic type sanitary napkin disposal bags (inserted in stall dispensers and open and ready for use). Replace napkin disposal bags if used by staff.

Adequate toilet paper and paper towels (dispenser towels) must be available in the bathrooms in all three facilities to cover the days of the week bathroom cleaning services are not required for that facility. For example, if cleaning services are only required on Monday, Wednesday, and Friday for a facility the contractor must ensure adequate toilet paper and paper towels are available in the facility's bathrooms to cover anticipated usage on Tuesdays and Thursdays.

7) Breakrooms and Water Fountains. Clean, disinfect, and deodorize all break room

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 36 of 49 |
|--|---------------------------------------|---|----------------------|

sinks, table surfaces, counters, and cabinets. Clean, disinfect, and deodorize all water fountains throughout the facility.

The contractor will not be required to wash, clean, or dry any appliances, dishes, or utensils in any breakroom within any facility. DNR staff will be responsible for cleaning appliances, dishes, and utensils within breakrooms.

8) Non-Carpeted Areas. All accessible areas of non-carpeted floors will be swept and mopped with a disinfectant that will not be harmful to a wax finish in all three facilities. Trash receptacles and other items shall be moved to sweep and mop underneath. After the floor has been swept, the entire floor surface, including corners, shall be free of litter, dust, foreign objects, or debris. After mopping the floor shall have a uniform appearance with no streaks, swirl marks, detergent residue, or evidence of soil.

This includes the warehouse stairs and all warehouse floors except for the bay areas. Contractor will not be required to clean floors in the bay areas of the Warehouse or Hangar.

The Warehouse does not have a restroom, sink, faucet, or any other water supply source on the 2nd floor. Offeror must state within their proposal how they intend to provide required services on the 2nd floor of the warehouse.

9) Front Counter in the Administrative Building. The front counter in the Administrative Building is to be wiped with a contractor-provided disinfectant wipe by the contractor during the scheduled Daily cleaning. DNR staff will provide disinfectant wipes to clean the counter at their discretion during the work day or during non-scheduled cleaning days.

10) Doorknobs. All doorknobs in all three facilities and on each floor of the Hangar and Warehouse are to be wiped with a contractor-provided disinfectant wipe during the scheduled Daily cleaning during the months of March through October.

During the period of November 1st through the last day of February of each contract year the contractor WILL NOT be required to wipe doorknobs in the Warehouse BUT WILL be required to wipe doorknobs in the Administrative Building and Hangar.

11) All Areas.

a) Spot Cleaning. Remove visible finger marks, dirt, smudges, etc. from walls and doors as needed throughout each facility.

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 37 of 49 |
|---|--------------------------------|---|----------------------|

b) Dusting. Dust all surfaces in all office, conference, and training rooms up to six feet, including wall heat radiators, window sills, chairs, file cabinets, bookshelves, handrails, ledges, and restroom ceiling vents, using a treated duster. The Contractor shall accomplish dusting by the removal of soil from the area, not moving it from one surface to another. Leave all work related items such as paperwork, etc., undisturbed.

c) Graffiti. Remove any graffiti found during cleaning. Minor pen and pencil graffiti or marks on inside walls are to be wiped clean using standard cleaning chemicals. Each time the contractor identifies graffiti or markings on walls it will be documented on the daily checklist. Major graffiti (paint) or vandalism discovered by the contractor will also to be reported to the DNR Forestry Project Manager as soon as possible. Painting of walls to cover graffiti will not be included in any award resulting from this solicitation.

b. Weekly Services.

1) Fire Season Services. During the period of March 1st through October 31st of each contract year all Weekly services are to be performed each Friday between the hours of 5:30 p.m. and 11:00 p.m., for all three facilities.

If a scheduled Friday falls on a State holiday the Weekly cleaning will be done on the Thursday prior to the holiday.

If the Division of Forestry is involved in wildland fire operations, the facilities may be occupied by Forestry staff up to midnight. In the event the State is experiencing a heavy fire season, the Contractor must be prepared to provide janitorial services between midnight and 7:00 a.m. The DNR Forestry Project Manager will notify the Contractor if later services are required and when to resume normal janitorial service hours.

2) Off-Season Services. During the period of November 1st through the last day of February of each contract year all Weekly services are to be performed:

a) Administrative Building and Hangar. 1 day a week, Friday, between the hours of 5:30 p.m. and 11:00 p.m. for the Administrative Building and Hangar; and

b) Warehouse. During this period the required services will be performed no later than the third Friday of each month between the hours of 5:30 p.m. and 11:00 p.m. for the Warehouse.

3) Breakroom Floor. Sweep and mop with a neutral detergent.

4) Carpet Protectors. Damp mop with a neutral detergent all carpet protectors (chair

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 38 of 49 |
|---|--------------------------------|---|----------------------|

desk mats) in the interior of the building.

c. Monthly Services.

See the Weekly, Wastebaskets, and Buffing, Scrubbing and Recoating, and Stripping and Waxing sections of this IRFP for Monthly services.

d. Quarterly Services. Services to be performed during the months of March, June, September, and December but not later than the third Friday of each month:

1) Bathroom Floors in All Three Facilities. Thoroughly scrub all toilet room floors, including corners and hard to reach areas, to remove dirt from tiles and grout. If manually cleaning, mop with an approved commercially available chemical to remove stains or soil, rinse, and reapply a thin coat of protectant sealant according to manufacturer's instructions. If using an automatic scrubber, use the above mentioned solution in the scrubber after sweeping the floor thoroughly, but do not use wire, carbide, or steel brushes on the floor.

e. Semi-Annual Services. Services to be completed during the months of April and September but not later than the fourth Friday of each month:

1) Carpets. In coordination with the DNR Forestry Project Manager, deep steam clean and shampoo all carpets including all hard-to-reach areas such as under counters, under furniture, and all nooks and crannies. This includes the area rug (carpet) located in the 2nd floor conference room of the Hangar. Where required, remove carpet protectors to access areas. Remove carpet stains, completely vacuum, shampoo using hot water extraction equipment and supplies, and completely re-vacuum all carpet. Shampoo areas that are inaccessible to equipment, such as corners, with manual scrubbing devices. After shampooing and allowing sufficient drying time, vacuum 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. In the event stains wick through the carpet, returned visits will be required until the spots are removed.

2) Interior and Exterior Windows. Wash the interior and exterior of all first story windows on all three facilities except for the Lobby and Arctic Entryway windows in the Administrative Building (done on a daily or weekly basis as specified within this IRFP) and the work bay windows on the Warehouse.

Wash the interior and exterior on all office windows on the second floor of the Warehouse except for work bay windows. Leave no streaks or unwashed places.

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|--|---------------------------------------|---|----------------------|
| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 39 of 49 |
|--|---------------------------------------|---|----------------------|

Windows on the 2nd floor of the Hangar are not required to be cleaned under the contract resulting from this IRFP.

Wash and wipe all sills and frames, leaving no water spots. Use drop cloths as required to protect adjacent surfaces, fixtures, equipment, and furniture. Remove all screens and remove all debris when cleaning the inside of the windows. This service will be pre-arranged with the DNR Forestry Project Manager so employees can clear items from window ledges prior to cleaning.

Windows on the south, west, and ½ of the north side of the Administrative Building have tint film on the interior side of the window and cannot be cleaned with ammonia-based or abrasive cleaners. Contractor is to use care when cleaning these windows to preserve the tinting. Improper cleaning of these windows or damage to the tinting caused by the contractor's staff will result in repair or replacement of the tinting at the contractor's expense.

Contractor will not be responsible for washing window screens during the cleaning. However, any debris such as dandelion or cottonwood fluff, leaves, etc. is to be removed if it is visible on the screen. Removal of such debris is to be done without damaging the screen.

For contractor planning purposes, there are approximately 43 windows in the Administrative Building; 4 windows downstairs in the Hangar; and 34 combined upper and lower level windows in the Warehouse.

f. Annual Services. Refer to the paragraph titled "Buffing, Scrubbing and Recoating, and Stripping and Waxing of Tile Floors" for required annual service.

g. Wastebaskets. Wastebaskets in all three facilities are to be washed and sanitized with disinfectant as follows during the contract period:

1) Breakrooms and Bathrooms.

- a) Weekly between March 1st and October 31st;
- b) Monthly between November 1st and the last day of February.

2) Staff cubicles/work stations and Conference Rooms.

- a) Monthly between March 1st and October 31st;

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 40 of 49 |
|---|--------------------------------|---|----------------------|

b) One Annual service to be done between December 15th and December 31st of each contract year.

h. Buffing, Scrubbing and Recoating, and Stripping and Waxing of Tile Floors.

1) Buffing.

a) Weekly. All tile floors in the Administrative building and Hangar 1st floor office and 2nd floor breakroom/conference room areas (but not 2nd floor office areas) are to be damp mopped and machine buffed to remove traffic marks and restore wax finish on a WEEKLY basis during the entire contract period.

b) Monthly. All tile floors in the Warehouse and Hangar 2nd floor office areas are to be damp mopped and machine buffed to remove traffic marks and restore wax finish on a MONTHLY basis between April 1st and September 30th of each contract year.

2) Scrubbing and Recoating.

a) Quarterly. All tile floors in the Administrative building and Hangar 1st floor office and 2nd floor breakroom/conference room areas (but not Hangar 2nd floor office areas) are to be scrubbed and recoated on a QUARTERLY basis during the entire contract period.

b) Warehouse and 2nd Floor Office Areas of the Hangar. Because these areas are primarily occupied between March 1st and September 30th and are essentially vacant between October 1st and the last day of February, scrubbing and recoating will not be required for tile floors in the Warehouse and Hangar 2nd floor office areas.

3) Stripping and Waxing.

a) Administrative Building and Hangar. All tile floors in the Administrative building and Hangar are to be stripped and waxed on an ANNUAL basis during the contract period. Annual stripping and waxing in these facilities is to be done between December 15th and December 31st of each contract year.

b) Warehouse. All tile floors in the Warehouse are to be stripped and waxed ANNUALLY between October 15th and October 31st of each contract year.

4) The Warehouse does not have a restroom, sink, faucet, or any other water supply source on the 2nd floor. Offeror must state within their proposal how they intend to provide required services on the 2nd floor of the warehouse.

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 41 of 49 |
|---|--------------------------------|---|----------------------|

i. Lobby and Arctic Entryway Windows in the Administrative Building.

a) Daily Basis. During the period of March 1 – October 31st of each contract year wash all lobby and arctic entryway windows inside and out in the Administrative building on a daily basis. No streaks or unwashed places will be visible upon completion of this task.

b) Weekly Basis. During the period of November 1st through the last day of February of each contract year wash all lobby and arctic entryway windows inside and out in the Administrative building on a weekly basis. No streaks or unwashed places will be visible upon completion of this task.

j. Unscheduled Services. During the contract year the State may require additional janitorial services on an as-needed basis. This will most likely be required during the period of May 1st through September 30th and will most likely be for the daily cleaning services specified within this IRFP to be done on a weekend or holiday.

Unscheduled servicing of an other-than-routine-nature, such as emergency clean-up involving broken water pipes, etc., may also be required during the contract period. If called by the DNR Forestry Project Manager to provide unscheduled services, the Contractor shall respond and have employees on-site, ready to work, at a time mutually determined between the Contractor and the State.

Unscheduled daily cleaning services on a weekend or holiday will be paid at the per service rate accepted by the State in the Contractor's offer.

Unscheduled janitorial services for other-than-routine services will be negotiated separately between the State and Contractor.

Unscheduled services are to be billed as a separate item on the invoice.

k. Changes in Use of Work Area.

In the event it is necessary to change the use of a work area, which results in increased costs to the Contractor, the Contractor may request a contract price increase for the affected services in that work area only. The price adjustment request must be in writing, must include a comparison between the current contract cost and new contract cost, must include justification on why the adjustment is necessary, and must be submitted to the DNR Procurement Section within 30 calendar days after the work area change. Price adjustment requests received after 30 days will become effective 30 days after approval by the DNR Procurement Officer. Retroactive price adjustments will not

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 42 of 49 |
|---|--------------------------------|---|----------------------|

be allowed.

In the event the change results in a reduction in the use of a work area DNR will notify the contractor of the pending change and negotiate a decrease in cost for the affected services in the work area only. The decrease in cost will take effect upon completion of the reduction in use and cessation of contractor services in that work area.

I. Rearranging Offices or Office Furniture or Equipment. In the event the cubicles within an office are rearranged, or a piece of furniture or equipment is moved, the DNR Forestry Project Manager will determine whether or not the area needs immediate cleaning or if the cleaning can wait until the next scheduled cleaning cycle. Out-of-cycle cleaning for an event such as this will be coordinated between the DNR Forestry Project Manager and the contractor and will be paid at a mutually agreed to rate for the service to be provided.

D. Proposal Format and Content

In order for the state to evaluate proposals fairly and completely, offerors must provide all information requested.

1. Introduction.

Proposals must include an Introduction section showing the complete name and physical and mailing address of offeror's firm and the name, email address, and telephone number of the person the state should contact regarding the proposal.

Proposals must confirm that the offeror will comply with all provisions in this IRFP; include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., currently employed by the State of Alaska or formerly employed by the State of Alaska within the past two years) and, if so, the nature of that conflict; and, if applicable, provide notice that the firm qualifies as an Alaskan bidder.

Proposals must be signed by a company officer empowered to bind the company.

Offeror may either use the Introduction form attached to this IRFP (Attachment 6) to provide required information or an offeror generated document at their sole discretion.

An offeror's failure to include these items in the proposals may cause the proposal to be determined to be non-responsive and the proposal may be rejected.

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 43 of 49 |
|---|--------------------------------|---|----------------------|

DO NOT INCLUDE COST IN THIS SECTION. COST IS TO BE INCLUDED ONLY ON THE COST PROPOSAL ATTACHED TO THIS IRFP.

2. Methodology and Management.

Proposals must include statement(s) that indicate the offeror's understanding of the required services and the seasonal and workday timelines to be followed to provide required services during the contract period, including whether or not they are willing to provide services between midnight and 7:00 a.m. if required due to Forestry wildland fire operations during the March 1st to October 31st contract period.

Offeror should include information on the methods, equipment, and supplies they will use to ensure proper cleaning of the facilities to the standards required by the Scope of Work, to include but not limited to:

- the number of staff that will be assigned to perform the work;
- other problems or issues they see that may affect providing services to required standards and options to resolve or overcome the problem or issue; and
- management of staff engaged in providing required support, to include but not limited to spot and other inspection(s) by management of cleaning staff providing services in the facilities to be serviced; training of primary and alternate janitorial staff; personnel issues or absences; resolving problems of non-compliance or unacceptable work; etc..

The Warehouse does not have a restroom, sink, faucet, or any other water supply source on the 2nd floor. Offeror must state within their proposal how they intend to provide required services on the 2nd floor of the warehouse.

Offeror should include an organizational chart or table showing who will be responsible for interacting with DNR staff in the performance of the contract. If the offeror intends to use subcontractors, subcontractor information required by Section A paragraph 8 of this IRFP should also be included within this section.

Offeror may either use the Methodology and Management form attached to this IRFP (Attachment 7) to provide required information or an offeror generated document at their sole discretion.

DO NOT INCLUDE COST IN THIS SECTION. COST IS TO BE INCLUDED ONLY ON THE COST PROPOSAL ATTACHED TO THIS IRFP.

3. Experience and Qualifications.

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 44 of 49 |
|---|--------------------------------|---|----------------------|

Proposals must include information clearly showing how the offeror meets the minimum qualifications of 2 years of experience in providing janitorial or custodial services to a commercial facility or establishment. Offeror should include information about their business such as how long they've been in business, number of employees, any specialized training or qualifications they or their employees possess, and the number and type of facilities or establishments for which they have current or previous contracts. Information on the type of facilities or establishments should identify the facility name or business, approximate square footage, number and type of offices, contract start and end dates, contract cost, and contact person for the facility or business.

Proposals must include brief resumes for key contractor staff who will be administering the contract clearly showing their experience and qualifications in providing commercial janitorial and custodial services. This includes not only business owners or managers but employees who will supervise the individual workers who will be providing services. It is also desired, but not required, for the offeror to provide a brief resume for the contractor's employees who will actually be doing the work. Do not include dates of birth, social security numbers, personal mailing or physical addresses, personal or home phone numbers, or other information that may be considered Privacy Act or protected information within the resume.

Offeror may either use the Experience and Qualifications form attached to this IRFP (Attachment 8) to provide required information or an offeror generated document at their sole discretion.

DO NOT INCLUDE COST IN THIS SECTION. COST IS TO BE INCLUDED ONLY ON THE COST PROPOSAL ATTACHED TO THIS IRFP.

4. References.

Proposals must include a list of professional references who can verify the information provided by the offeror within their proposal. A minimum of three references must be provided and must include the person's name; company the person works for; current telephone number and email address; length of time the offeror has known the reference; and reason why the person is listed as a reference (example: our company currently provides janitorial services for this company). The offeror may not list a current Division of Forestry employee or the offeror's family, friends, or current or former employees as a reference. The State will contact, or attempt to contact, at least three of the offeror's references as part of the proposal evaluation process.

Offeror may either use the References form attached to this IRFP (Attachment 9) to

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 45 of 49 |
|---|--------------------------------|---|----------------------|

provide required information or an offeror generated document at their sole discretion.

DO NOT INCLUDE COST IN THIS SECTION. COST IS TO BE INCLUDED ONLY ON THE COST PROPOSAL ATTACHED TO THIS IRFP.

5. Cost Proposal.

Offeror must submit the Cost Proposal form attached to this IRFP. Costs offered must include all direct and indirect costs associated with the performance of the contract, including, but not limited to, direct expenses, overhead, payroll, benefits, supplies, equipment, and profit.

Contract prices are to remain firm through the duration of the contract and any contract extensions or renewals and are to include all costs associated with performing required services. The quantities shown on the Cost Proposal attached to this IRFP are for a one-year period based on estimated services during calendar year 2019 and will be used only for evaluation and award purposes. The actual schedule may vary depending on yearly calendars and seasonal requirements. The State does not guarantee a minimum or maximum number of services to be provided or dollar amount to be spent under any contract resulting from this IRFP.

6. Evaluation Criteria and Contractor Selection.

All proposals will be reviewed to determine if they are responsive. They will then be evaluated using the criteria that are set out below.

An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the offeror.

A proposal shall be evaluated to determine whether the offeror responds to the provisions, including goals and financial incentives, established in the IRFP in order to eliminate and prevent discrimination in state contracting because of race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, or disability.

Proposals will be evaluated against the questions set out the Proposal Evaluation Form attached to this IRFP.

E. Attachments

The following documents are attached to this IRFP either within the body of the IRFP or

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 46 of 49 |
|--|---------------------------------------|---|----------------------|

as a separate pdf document:

1. Proposal Evaluation Form
2. Standard Agreement Form - Appendix A
3. Appendix B1 – Indemnification and Insurance
4. Offeror's Checklist
5. Federal Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions form
6. Offeror Introduction form
7. Offeror Methodology and Management form
8. Offeror Experience and Qualifications form
9. Offeror References form
10. Cost Proposal form
11. Services Table outlining required services and frequency of services
12. Service Area Maps for Palmer Complex
13. Sample Janitorial Checklist
14. 2019 State of Alaska Calendar

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|--|---------------------------------------|---|----------------------|
| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 47 of 49 |
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APPENDIX A GENERAL CONDITIONS

1. Inspections and Reports:

The department may inspect, in the manner and at reasonable times it considers appropriate, all of the contractor's facilities and activities under this contract. The contractor shall make progress and other reports in the manner and at the times the department reasonably requires.

2. Suitable Materials, Etc.:

Unless otherwise specified, all materials, supplies or equipment offered by the contractor shall be new, unused, and of the latest edition, version, model or crop and of recent manufacture.

3. Disputes:

If the contractor has a claim arising in connection with the contract that it cannot resolve with the State by mutual agreement, it shall pursue the claim, if at all, in accordance with the provisions of AS 36.30.620-AS 36.30.632

4. Default:

In case of default by the contractor, for any reason whatsoever, the State of Alaska may procure the goods or services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law or equity.

5. No Assignment or Delegation:

The contractor may not assign or delegate this contract, or any part of it, or any right to any of the money to be paid under it, except with the written consent of the Procurement Officer.

6. No Additional Work or Material:

No claim for additional supplies or services, not specifically provided in this contract, performed or furnished by the contractor, will be allowed, nor may the contractor do any work or furnish any material not covered by the contract unless the work or material is ordered in writing by the Procurement Officer.

7. Independent Contractor:

The contractor and any agents and employees of the contractor act in an independent capacity and are not officers or employees or agents of the State in the performance of this contract.

8. Payment of Taxes:

As a condition of performance of this contract, the contractor shall pay all federal, State, and local taxes incurred by the contractor and shall require their payment by any subcontractor or any other persons in the performance of this contract. Satisfactory performance of this paragraph is a condition precedent to payment by the State under this contract.

9. Compliance:

In the performance of this contract, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws, and be liable for all required insurance, licenses, permits and bonds.

10. Conflicting Provisions:

Unless specifically amended and approved by the Department of Law, the terms of this contract supersede any provisions the contractor may seek to add. The contractor may not add additional or different terms to this contract; AS 45.02.207(b)(1). The contractor specifically acknowledges and agrees that, among other things, provisions in any documents it sees to append hereto that purport to (1) waive the State of Alaska's sovereign immunity, (2) impose indemnification obligations on the State of Alaska, or (3) seek to limit liability of the

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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 48 of 49 |
|--|---------------------------------------|---|----------------------|

contractor for acts of contractor negligence, are expressly superseded by this contract and are void.

11. Officials Not to Benefit:

Contractor must comply with all applicable federal or State laws regulating ethical conduct of public officers and employees.

12. Contract Prices:

Contract prices for commodities must be in U.S. funds and include applicable federal duty, brokerage fees, packaging, and transportation cost to the FOB point so that upon transfer of title the commodity can be utilized without further cost. Prices for services must be in U.S. funds and include applicable federal duty, brokerage fee, packaging, and transportation cost so that the services can be provided without further cost.

13. Contract Funding:

Contractors are advised that funds are available for the initial purchase and/or the first term of the contract. Payment and performance obligations for succeeding purchases and/or additional terms of the contract are subject to the availability and appropriation of funds.

14. Force Majeure:

The parties to this contract are not liable for the consequences of any failure to perform, or default in performing, any of their obligations under this Agreement, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the respective party. For the purposes of this Agreement, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

15. Contract Extension:

Unless otherwise provided, the State and the contractor agree: (1) that any holding over of the contract excluding any exercised renewal options, will be considered as a month-to-month extension, and all other terms and conditions shall remain in full force and effect, and (2) to provide written notice to the other party of the intent to cancel such month-to-month extension at least thirty (30) days before the desired date of cancellation.

16. Severability:

If any provision of the contract is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

17. Continuing Obligation of Contractor:

Notwithstanding the expiration date of this contract, the contractor is obligated to fulfill its responsibilities until warranty, guarantee, maintenance and parts availability requirements have completely expired.

18. Governing Law; Forum Selection

This contract is governed by the laws of the State of Alaska. To the extent not otherwise governed by Article 3 of this Appendix, any claim concerning this contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

| | | | |
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| Solicitation Assemble 190000060 | Document Phase Final | Document Description Janitorial Services at Palmer Forestry Facilities | Page 49 of 49 |
|--|---------------------------------------|---|----------------------|

APPENDIX B₁ INDEMNITY AND INSURANCE

Article 1. Indemnification

The Contractor shall indemnify, hold harmless, and defend the contracting agency from and against any claim of, or liability for error, omission or negligent act of the Contractor under this agreement. The Contractor shall not be required to indemnify the contracting agency for a claim of, or liability for, the independent negligence of the contracting agency. If there is a claim of, or liability for, the joint negligent error or omission of the Contractor and the independent negligence of the Contracting agency, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "Contractor" and "Contracting agency", as used within this and the following article, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in the Contracting agency's selection, administration, monitoring, or controlling of the Contractor and in approving or accepting the Contractor's work.

Article 2. Insurance

Without limiting contractor's indemnification, it is agreed that contractor shall purchase at its own expense and maintain in force at all times during the performance of services under this agreement the following policies of insurance. Where specific limits are shown, it is understood that they shall be the minimum acceptable limits. If the contractor's policy contains higher limits, the state shall be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the contracting officer prior to beginning work and must provide for a notice of cancellation, non-renewal, or material change of conditions in accordance with policy provisions. Failure to furnish satisfactory evidence of insurance or lapse of the policy is a material breach of this contract and shall be grounds for termination of the contractor's services. All insurance policies shall comply with and be issued by insurers licensed to transact the business of insurance under AS 21.

- 2.1 Workers' Compensation Insurance:** The Contractor shall provide and maintain, for all employees engaged in work under this contract, coverage as required by AS 23.30.045, and; where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements. The policy must waive subrogation against the State.
- 2.2 Commercial General Liability Insurance:** covering all business premises and operations used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000 combined single limit per claim.
- 2.3 Commercial Automobile Liability Insurance:** covering all vehicles used by the Contractor in the performance of services under this agreement with minimum coverage limits of \$300,000. combined single limit per claim.

PROPOSAL EVALUATION FORM

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out herein.

Person or Firm Name: _____

Name of Proposal Evaluation (PEC) Member: _____

Date of Review: _____

IRFP Number: 190000060, Janitorial Services at Palmer Forestry Facilities

EVALUATION CRITERIA AND SCORING

THE TOTAL NUMBER OF POINTS USED TO SCORE THIS PROPOSAL IS 100

1. Methodology and Management - 20 Percent

Maximum Point Value for this Section - 20 Points
100 Points x 20 Percent = 20 Points

Proposals will be evaluated against the questions set out below.

a. How well has the offeror demonstrated a thorough understanding of the purpose and scope of the services to be provided and seasonal and workday timelines to be followed to provide required services?

EVALUATOR'S NOTES:

b. How well has the offeror identified pertinent issues and potential problems related to providing required services including the method for mopping non-carpeted areas on the 2nd floor of the Warehouse, which has no running water, and options to resolve, overcome, or mitigate the issue?

EVALUATOR'S NOTES:

c. To what degree has the offeror outlined how they will manage staff engaged in providing required support including but not limited to spot and other inspections of work while contracted employees are providing services, training of primary and alternate staff, personnel issues or absences, resolving problems of non-compliance or unacceptable work, and other such areas?

EVALUATOR'S NOTES:

d. Did the offeror provide an organizational chart or table? If so, how well does it identify who will be responsible for interacting with DNR staff in the performance of the contract and how well is the accountability completely and clearly defined?

EVALUATOR'S NOTES:

e. Does the offeror intend to use subcontractors to provide all or part of required services? If so, to what degree does the contractor's proposed use of subcontractors interface with the State's requirements?

EVALUATOR'S NOTES:

f. How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the IRFP?

EVALUATOR'S NOTES:

g. To what degree is the proposal practical and feasible?

EVALUATOR'S NOTES:

EVALUATOR'S POINT TOTAL FOR METHODOLOGY AND MANAGEMENT: _____

2. Experience and Qualifications - 15 Percent

Maximum Point Value for this Section - 15 Points

100 Points x 15 Percent = 15 Points

Proposals will be evaluated against the questions set out below.

a. Does the offeror have the minimum 2 years of experience providing janitorial or custodial services to a commercial facility or establishment?

b. Did the offeror provide a list of commercial facilities or business for which they have current or previous contracts and to what degree does the information provided indicate their ability to provide the services required by the IRFP?

EVALUATOR'S NOTES:

c. Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the IRFP requires?

EVALUATOR'S NOTES:

EVALUATOR'S POINT TOTAL FOR EXPERIENCE AND QUALIFICATIONS: _____

3. References - 15 Percent

Maximum Point Value for this Section - 15 Points

100 Points x 15 Percent = 15 Points

Proposals will be evaluated against the questions set out below.

- a. Did the offeror provide a list of a minimum of three professional references?
- b. Does the list of references include any current Division of Forestry employees or the offeror's family, friends, or current or former employees?

EVALUATOR'S NOTES:

- c. To what degree do the references provided by the offeror validate the offeror's ability to provide required services and verify information presented within the offeror's proposal?

EVALUATOR'S NOTES:

EVALUATOR'S POINT TOTAL FOR REFERENCES: _____

EVALUATOR'S POINT TOTAL FOR SECTIONS 1 – 3 ABOVE: _____

4. Cost - 40 Percent

To prevent the appearance of cost influencing scoring, Cost and award of the Alaska Offeror's Preference will only be scored by the DNR Procurement Officer.

Maximum Point Value for this Section - 40 Points

100 Points x 40 Percent = 40 Points

Overall, a minimum of 40 percent of the total evaluation points will be assigned to cost. The cost amount used for evaluation may be affected by one or more preferences.

Converting Cost to Points

The lowest cost proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other proposals will be determined through the method set out in the solicitation.

EVALUATOR'S POINT TOTAL FOR COST: _____

5. Alaska Offeror Preference - 10 Percent

To prevent the appearance of cost influencing scoring award of this preference will be made only by the DNR Procurement Officer.

Alaska bidders receive a 10 percent overall evaluation point preference.

Point value for Alaska bidders in this section -- 10 Points
100 Points x 10 Percent = 10 Points

If an offeror qualifies for the Alaska Bidder Preference, the offeror will receive an Alaska Offeror Preference. The preference will be 10 percent of the total available points. This amount will be added to the overall evaluation score of each Alaskan offeror.

EVALUATOR'S POINT TOTAL FOR ALASKA OFFEROR PREFERENCE (0 or 10):

EVALUATOR'S POINT TOTAL FOR SECTIONS 4 AND 5 ABOVE: _____

6. COMBINED POINT TOTALS FOR THIS PROPOSAL

a. **EVALUATOR'S COMBINED POINT TOTAL FOR SECTIONS 1 – 3:** _____

b. **EVALUATOR'S COMBINED POINT TOTAL FOR SECTIONS 4 and 5:** _____

c. **EVALUATOR'S COMBINED POINT TOTAL FOR ALL SECTIONS:** _____

d. **PROCUREMENT OFFICER'S INITIALS:** _____

e. **DATE COMPLETED:** _____

OFFEROR'S CHECKLIST

IRFP 190000060

This checklist is provided as a courtesy to prospective offerors. While every effort has been made to ensure this checklist is complete, it is still the offeror's responsibility to make sure they comply with all requirements of this IRFP.

The following documents must be received by the DNR Procurement Office no later than the deadline set for receipt of proposals for your proposal to be considered responsive.

_____ **1. Technical Proposal.**

a. If delivered in person or by the US Mail or a courier service (FEDEX, UPS, etc.): One original and three signed copies of the technical proposal packaged or submitted as required by this IRFP.

b. If emailed or faxed, one signed original technical proposal submitted as required by this IRFP.

_____ **2. Cost Proposal.** One signed Cost proposal submitted separately as required by this IRFP.

_____ **3. MANDATORY RETURN Amendment(s).** Written acknowledgement of MANDATORY RETURN amendment(s) either within the proposal package or submitted separately in an email or fax to DNR Procurement.

_____ **4. Completed** Federal Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions form

_____ **5. Certification letter from the Division of Vocational Rehabilitation** if claiming the Employment Program or Alaskans with Disabilities preference.

_____ **6. Copy of DD 214** if claiming the Alaska Veteran preference. Redact or "black out" the individual's Social Security number and Date of Birth on the DD214 before submitting it with your proposal.

Reminders:

1. It is the offeror's responsibility to make sure they comply with all requirements of this IRFP and submit all required documents.

2. Cost proposal and technical proposals are to be submitted in separate packages within the proposal package or email.

3. Proposals must be received in their entirety no later than the Deadline for Receipt of Proposals. Late proposals will be considered non-responsive and will be rejected.

**Certification Regarding Debarment,
Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS ON THE
FOLLOWING PAGE WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)**

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this Proposal.

Name and Title of Authorized Representative

Signature

Date

1. Is this company enrolled in the Federal System for Awards Management (SAM)? YES NO
2. If Yes, please provide either the DUNS Number _____ or the Cage Code _____.
3. If No, the company must be enrolled in SAM before a contract can be signed or payment made on a contract involving Federal funds. Failure to do so will result in cancellation of the contract.

Instructions for Certification

1. By signing and submitting this Proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this class is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this Proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "Proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this Proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this Proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this Proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

ATTACHMENT 6

IRFP 190000060, Offeror Introduction Form

Review Section D, paragraph 1, in the IRFP before completing this form. In order for your proposal to be considered responsive offeror must provide the following information. Offeror may provide this information on this form or may submit a separate document on company letterhead with this information.

DO NOT INCLUDE COST ON THIS FORM. COST IS TO BE INCLUDED ONLY ON THE COST PROPOSAL ATTACHED TO THE IRFP.

| |
|---|
| 1. Name of Firm: |
| 2. Firm's Physical Address: |
| 3. Firm's Mailing Address: |
| 4. Contact Person Name: |
| 5. Contact Person Telephone Number: |
| 6. Contact Person Email Address: |
| 7. Does your firm have a current Alaska Business License? (Circle One) YES NO If yes, what is the business license number? _____. If no, offeror must have a current Alaska business license or submit acceptable evidence of an Alaska business license as required by the IRFP if accepted for award of a contract. |
| 8. Does the offeror have a possible conflict of interest as specified within the IRFP? (Circle One) YES NO. If Yes, elaborate: _____ _____ _____ _____ _____. |
| 9. By my signature below I certify that _____ (Company Name) and its staff will comply with all provisions of this IRFP and attachments to this IRFP if awarded a contract. |
| 10. Authorized Signature of Company Officer empowered to bind the company: _____. |

ATTACHMENT 7

IRFP 190000060, Offeror Methodology and Management Form

Review Section D, paragraph 2, Methodology and Management in the IRFP before completing this form. In order for your proposal to be considered responsive offeror must provide information regarding the Methodology and Management as specified within Section D, paragraph 2, of the IRFP. Offeror may provide this information on this form or may submit a separate document with this information. Multiple pages may be submitted at the offeror's discretion. **DO NOT INCLUDE COST IN THIS SECTION. COST IS TO BE INCLUDED ONLY ON THE COST PROPOSAL ATTACHED TO THE IRFP.**

1. Statements indicating offeror understanding of required services; seasonal and workday timelines; and whether or not willing to provide services between midnight and 7:00 a.m. if required due to Forestry wildland fire operations.

2. Information on methods, equipment, and supplies to ensure proper cleaning of facilities to include but not limited to number of staff assigned to project; other problems or issues that may affect providing services and options to resolve or overcome the issue or problem; management of staff engaged in providing required support.

3. Methods or means to provide required services on 2nd floor of Warehouse considering there is no water supply on this floor.

4. Organizational chart or table showing who will be responsible for interacting with DNR staff in performance of the contract.

5. Information on subcontractors, if any, as required by Section A paragraph 8 of the IRFP.

ATTACHMENT 8

IRFP 190000060, Offeror Experience and Qualifications Form

Review Section D, paragraph 3, Experience and Qualifications in the IRFP before completing this form. In order for your proposal to be considered responsive offeror must provide information regarding the Experience and Qualifications as specified within Section D, paragraph 3, of the IRFP. Offeror may provide this information on this form or may submit a separate document with this information. **DO NOT INCLUDE COST IN THIS SECTION. COST IS TO BE INCLUDED ONLY ON THE COST PROPOSAL ATTACHED TO THE IRFP.**

1. Statements clearly showing how offeror meets the minimum qualifications of 2 years of experience in providing janitorial or custodial services to a commercial facility or establishment.

2. Brief resumes for key contractor staff who will be administering the contract including not only managers or business owners but employees who will supervise individual workers responsible for providing required services.. **ATTACH RESUMES SEPARATELY TO THIS FORM.**

ATTACHMENT 9

IRFP 190000060, Offeror References Form

Review Section D, paragraph 4, References in the IRFP, before completing this form. In order for your proposal to be considered responsive offeror must provide information regarding their References as specified within Section D, paragraph 4, of the IRFP. Offeror may provide this information on this form or may submit a separate document with this information. **DO NOT INCLUDE COST IN THIS SECTION. COST IS TO BE INCLUDED ONLY ON THE COST PROPOSAL ATTACHED TO THE IRFP.**

1. First Reference.

- a. Person's Name:
- b. Company the person works for:
- c. Current telephone number for the reference:
- d. Current email address for the reference:
- e. Reason(s) why this person is listed as a reference:

2. Second Reference.

- a. Person's Name:
- b. Company the person works for:
- c. Current telephone number for the reference:
- d. Current email address for the reference:
- e. Reason(s) why this person is listed as a reference:

3. Third Reference.

- a. Person's Name:
- b. Company the person works for:
- c. Current telephone number for the reference:
- d. Current email address for the reference:
- e. Reason(s) why this person is listed as a reference:

4. Additional References. Provide above information for any other references the offeror wishes the State to consider during the evaluation process.

**IRFP 190000060
COST PROPOSAL**

Offerors must submit their costs on this Cost Proposal form. Failure to complete and submit this Cost Proposal form will result in rejection of the offer as being non-responsive.

Contract prices are to remain firm through the duration of the contract and any contract extensions or renewals and are to include all costs associated with performing required services.

The quantities shown on the Cost Proposal are for a one-year period based on estimated services for calendar year 2019 and will be used only for evaluation and award purposes. The actual schedule and quantities may vary depending on yearly calendars and seasonal requirements during the contract period.

The Extended Cost is the Estimated Quantity multiplied by the Unit Cost Per Service.

Points for Cost will be awarded as specified in Section A paragraph 39 of the IRFP. Offerors must be aware this is an Informal Request for Proposal process. Cost is only one of the factors that will be used to evaluate proposals submitted in response to this IRFP. Other factors that will be evaluated are outlined in paragraph D of this IRFP and the Proposal Evaluation form attached to this IRFP.

A. COST OFFERED

| ITEM NO. | DESCRIPTION | EST. QTY. | UNIT COST PER SERVICE | EXTENDED COST |
|----------|---|-----------|-----------------------|---------------|
| 1. | DAILY Services as specified in this IRFP and any amendment(s) to the IRFP. | | | |
| 1a. | Administrative Building: all services except buffing; 3 days a week November 1 – last day of February; 5 days a week March 1 – October 31. | 209 | \$ | \$ |
| 1b. | Hangar: all services except buffing; 3 days a week November 1 – last day of February; 5 days a week March 1 – October 31. | 209 | \$ | \$ |
| 1c. | Warehouse: all services; 1 day a week November 1 – last day of February; 5 days a week March 1 – October 31. | 187 | \$ | \$ |
| 1d. | TOTAL FOR DAILY SERVICES | | | \$ |

| ITEM NO. | DESCRIPTION | EST. QTY. | UNIT COST PER SERVICE | EXTENDED COST |
|----------|---|-----------|-----------------------|---------------|
| 2. | WEEKLY Services as specified in this IRFP and any amendment(s) to the IRFP. | | | |
| 2a. | Administrative Building: 1 day a week during entire contract period. | 52 | \$ | \$ |
| 2b. | Hangar: 1 day a week during entire contract period. | 52 | \$ | \$ |
| 2c. | Warehouse: Not later than the 3 rd Friday of each month between November 1 and the last day of February; 1 day a week between March 1 and October 31. | 39 | \$ | \$ |
| 2d. | TOTAL FOR WEEKLY SERVICES | | | \$ |
| | | | | |
| 3. | Quarterly Services: bathroom floors as specified in this IRFP and any amendment(s) to the IRFP for all three buildings | 4 | \$ | \$ |
| | | | | |
| 4. | Semi-Annual Services as specified in this IRFP and any amendment(s) to the IRFP. | | | |
| 4a. | Carpets; all three facilities; during the months of April and September but not later than 4 th Friday of the month | 2 | \$ | \$ |
| 4b. | Interior and Exterior Windows; Administrative Building and Hangar; 1 st Floor Only; during the months of April and September but not later than 4th Friday of the month | 2 | \$ | \$ |
| 4c. | Interior and Exterior Windows; Warehouse; 1 st and 2 nd floors except for work bay; during the months of April and September but not later than 4th Friday of the month | 2 | \$ | \$ |
| 4d. | TOTAL FOR SEMI-ANNUAL SERVICES | | | \$ |
| | | | | |

| ITEM NO. | DESCRIPTION | EST. QTY. | UNIT COST PER SERVICE | EXTENDED COST |
|----------|--|-----------|-----------------------|---------------|
| 5. | Wastebaskets as specified in this IRFP and any amendment(s) to IRFP. | | | |
| 5a. | Breakrooms and Bathrooms ; all three facilities; Weekly between March 1 and October 31; Monthly between November 1 and last day of February | 39 | \$ | \$ |
| 5b. | Staff Cubicles/Work Stations and Conference Rooms : all three facilities; Monthly between March 1 and October 31; one Annual service to be done between December 15th and December 31st during the November 1 to last day of February period. | 9 | \$ | \$ |
| 5c. | TOTAL FOR WASTEBASKETS | | | \$ |
| 6. | BUFFING, SCRUBBING AND RECOATING, AND STRIPPING AND WAXING OF TILE FLOORS as specified in this IRFP and Amendment(s) to the IRFP. | | | |
| 6a. | BUFFING | | | |
| | Administrative Building ; Weekly during the entire contract period | 52 | \$ | \$ |
| | Hangar : 1st floor office and 2nd floor breakroom/conference area only; Weekly during the entire contract period | 52 | \$ | \$ |
| | Hangar and Warehouse : Hangar 2 nd floor office areas and Warehouse; not required between November 1 and the last day of February; Monthly between March 1 – October 31. | 8 | \$ | \$ |
| 6b. | SCRUBBING AND RECOATING: Administrative Building and Hangar 1 st floor office and 2 nd floor breakroom/conference area only; Quarterly during entire contract period. (Not required for Hangar 2 nd floor offices and Warehouse.) | 4 | \$ | \$ |

| ITEM NO. | DESCRIPTION | EST. QTY. | UNIT COST PER SERVICE | EXTENDED COST |
|----------|---|-----------|-----------------------|---------------|
| 6c. | STRIPPING AND WAXING | | | |
| | Administrative Building and Hangar; Annually between December 15 and December 31 | 1 | \$ | \$ |
| | Warehouse; Annually between October 15 and October 31 | 1 | \$ | \$ |
| 6d. | TOTAL FOR BUFFING, SCRUBBING AND RECOATING, AND STRIPPING AND WAXING | | | \$ |
| 7. | LOBBY AND ARCTIC ENTRYWAY WINDOWS IN THE ADMINISTRATIVE BUILDING | | | |
| 7a. | Daily between March 1 and October 31 | 245 | \$ | \$ |
| 7b. | Weekly between November 1 and the last day of February | 17 | \$ | \$ |
| 7c. | TOTAL FOR LOBBY AND ARCTIC ENTRYWAY WINDOWS IN THE ADMINISTRATIVE BUILDING | | | \$ |
| 8. | CONTRACT TOTAL, Sum of 1d, 2d, 3, 4d, 5c, 6d, and 7c | | | \$ |

B. PREFERENCE CERTIFICATION

| ITEM | QUESTION | YES | NO |
|------|--|-----|----|
| 1. | Does your company qualify for the Alaska Bidder's Preference? | | |
| 2. | Does your company qualify for the Alaska Veteran's Preference? <u>If yes</u> , provide a copy of your DD 214 with your service/social security number, date of birth, and other Privacy Act protected information redacted or "inked" out. | | |
| 3. | Does your company qualify for the Alaskans with Disabilities preference? <u>If yes</u> , you must provide a copy of your certification letter issued by the Division of Vocational Rehabilitation to receive this preference. | | |
| 4. | Does your company qualify for the Employment Program Preference? <u>If yes</u> , you must provide a copy of your certification letter issued by the Division of Vocational Rehabilitation to receive this preference. | | |

C. OFFEROR INFORMATION

| | |
|----|---|
| 1. | Printed Name of Company Representative: |
| 2. | Signature of Company Representative: |
| 3. | Date Signed: |

ATTACHMENT 11
SERVICES TABLE FOR IRFP 190000060
JANITORIAL SERVICES AT THE PALMER FORESTRY FACILITIES

| Service and Areas to be Serviced | Location | November 1 to Last Day of February | March 1 to October 31st |
|--|------------------------------------|--|-------------------------|
| 1. Daily Services | | | |
| 1a. Bathrooms; Breakrooms; Water Fountains; Trash; Ashtrays; Carpeted Areas; Non-Carpeted Areas; Spot Cleaning; Dusting; and Graffiti. Includes Warehouse stairs and floors <u>except</u> for bay area. <u>Does not include</u> aircraft parking and maintenance area within the Hangar. | Administrative Building and Hangar | 3 days a week. | 5 days a week. |
| | Warehouse | 1 day a week. | 5 days a week. |
| 1b. Doorknobs | Administrative Building and Hangar | 3 days a week. | 5 days a week. |
| | Warehouse | Not required during this period. | 5 days a week. |
| 1c. Front Counter in Administrative Building | Administrative Building Only | 3 days a week. | 5 days a week. |
| 1d. Lobby and Arctic Entryway Windows in Administrative Building | Administrative Building Only | 1 day a week. | 5 days a week. |
| 2. Weekly Services | | | |
| 2a. Breakroom Floor and Carpet Protectors | Administrative Building and Hangar | 1 day a week during the entire contract period. | |
| | Warehouse | <u>Monthly</u> : Not later than the 3 rd Friday of each month only. | 1 day a week. |
| 3. Monthly Services | As specified in other sections. | | |
| 4. Quarterly Services | | | |

| Service and Areas to be Serviced | Location | November 1 to Last Day of February | March 1 to October 31st |
|--|---|--|--|
| 4a. Bathroom Floors | All 3 Facilities | During the months of March, June, September, and December but no later than the 3 rd Friday of the month. | |
| 5. Semi-Annual Services | | | |
| 5a. Carpets | All 3 Facilities | Not Required during these months. | During April and September but not later than the 4 th Friday of the month. |
| 5b. Interior and Exterior Windows – 1 st Floor Only | Administrative Building and Hangar | Not Required during these months. | During April and September but not later than the 4 th Friday of the month. |
| 5c. Interior and Exterior Windows – 1st and 2 nd Floors except for work bay windows | Warehouse | Not Required during these months. | During April and September but not later than the 4 th Friday of the month. |
| 6. Annual Service | As specified in other sections. | | |
| 7. Wastebaskets | | | |
| 7a. Breakrooms and Bathrooms | All 3 Buildings | Monthly | Weekly |
| 7b. Staff Cubicles/Work Stations and Conference Rooms | All 3 Buildings | One service to be done between December 15 th and December 31st | Monthly |
| 8. Buffing, Scrubbing and Recoating, and Stripping and Waxing of Tile Floors | | | |
| 8a. Buffing | Administrative Building and Hangar 1 st floor office and 2 nd floor breakroom/ conference area only | <u>Weekly</u> during the entire contract period. | |

| | | | |
|--|--|---|---|
| | Hangar 2 nd floor office areas and Warehouse | Not Required during these months. | <u>Monthly</u> between April 1 st and September 30 th . |
| 8b. Scrubbing and Recoating | Administrative Building and Hangar 1 st floor office and 2 nd floor breakroom / conference area only | <u>Quarterly</u> during March, June, September, and December. | |
| | Hangar 2 nd floor office areas and Warehouse | Not Required during these months. | |
| 8c. Stripping and Waxing | Administrative Building and Hangar | <u>Annually</u> between December 15 th and December 31 st . | |
| | Warehouse | Not Required during these months. | <u>Annually</u> between October 15 th and October 31 st . |
| NOTE FOR ALL SERVICES: If the Division of Forestry is involved in wildland fire operations during the March 1 st through October 31 st contract period, facilities may be occupied by Forestry staff up to midnight. The Contractor must be prepared to provide janitorial services between midnight and 7:00 a.m. The DNR Forestry Project Manager will notify the Contractor if later services are required and when to resume normal janitorial service hours. | | | |

*****END OF TABLE*****

Administrative Building



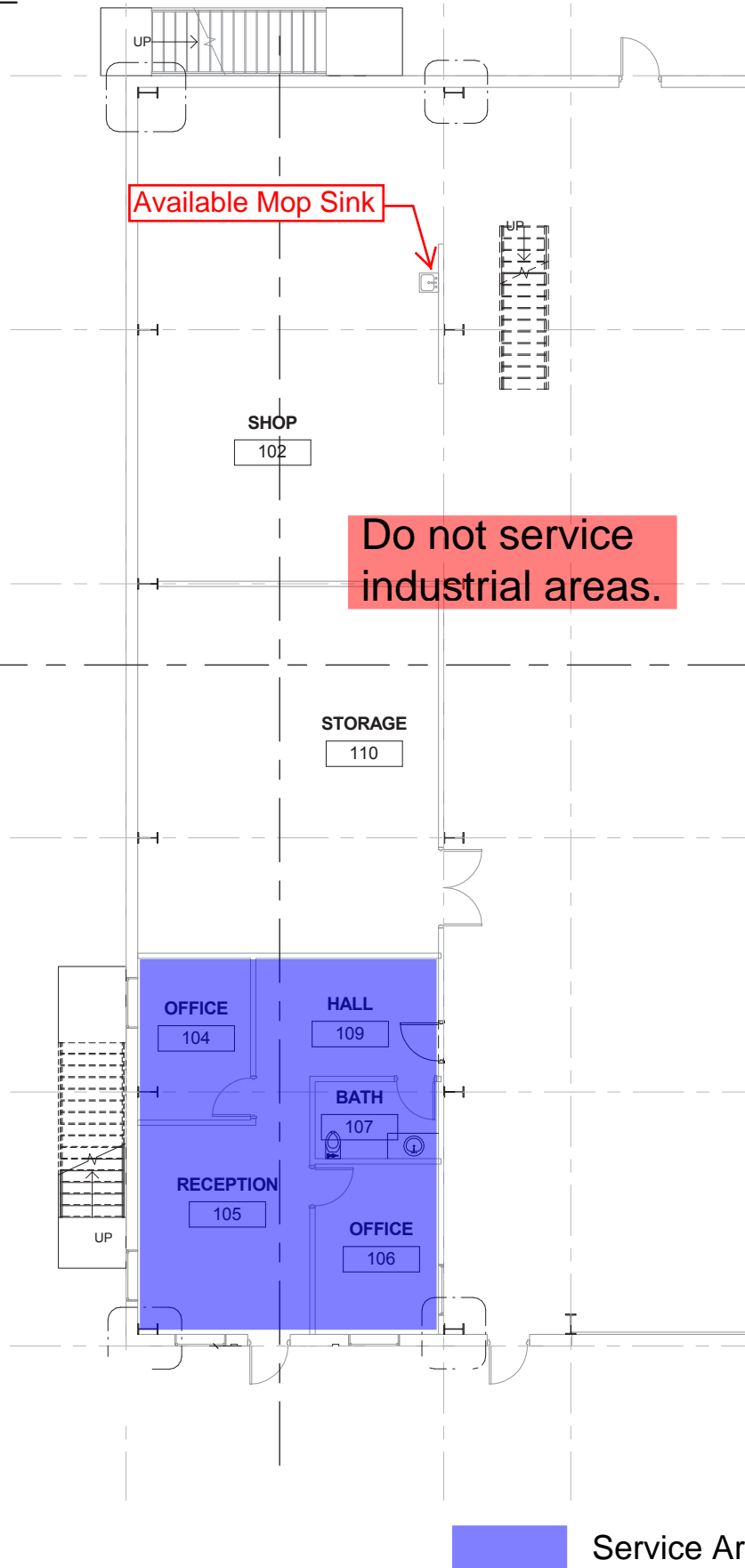
No Service



High Traffic Area-See scope

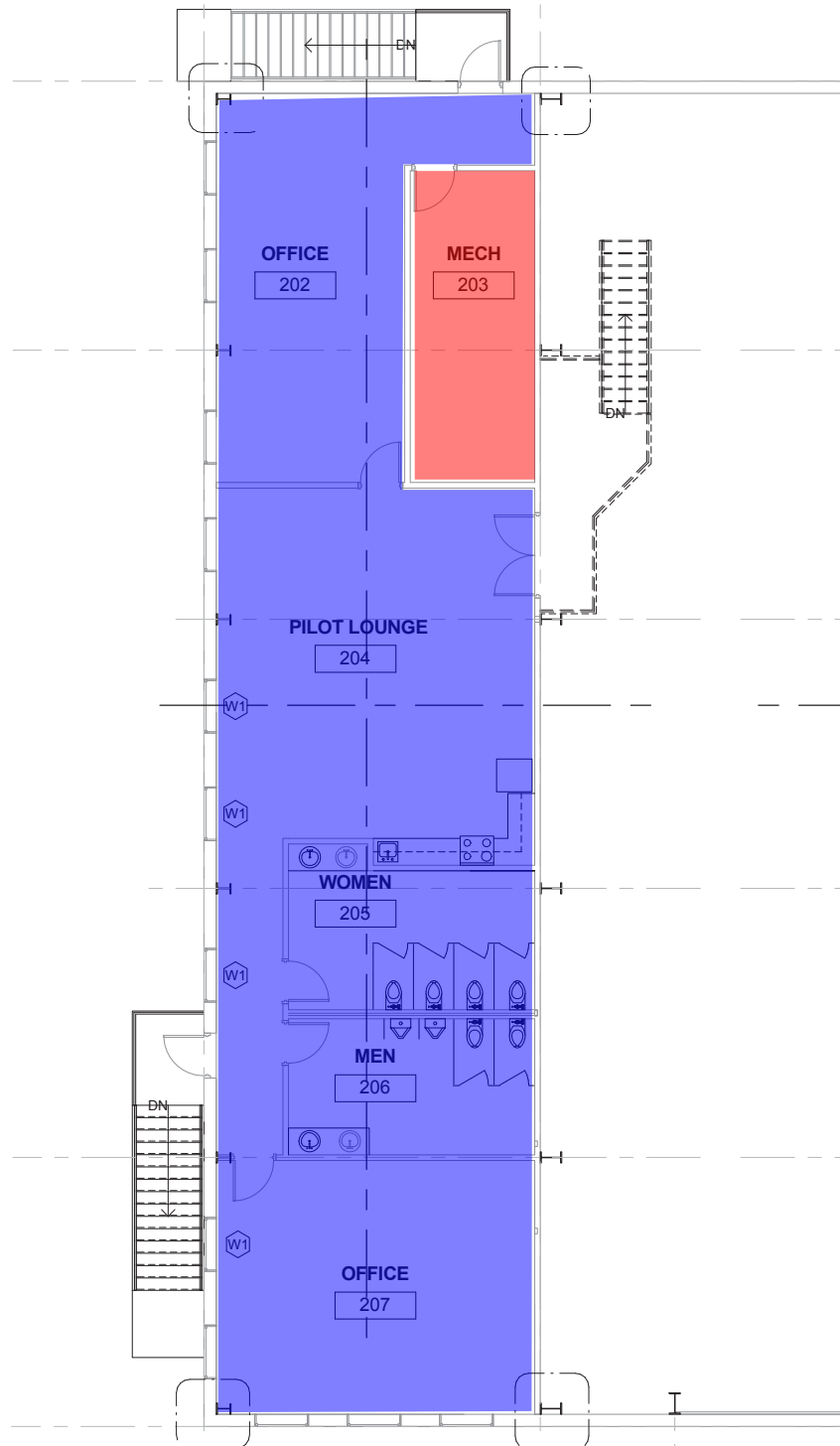
Service all other areas per scope of work

Division of Forestry-Palmer Hangar



1ST FLOOR PLAN

Division of Forestry-Palmer Hangar



Service Area



No Service Area

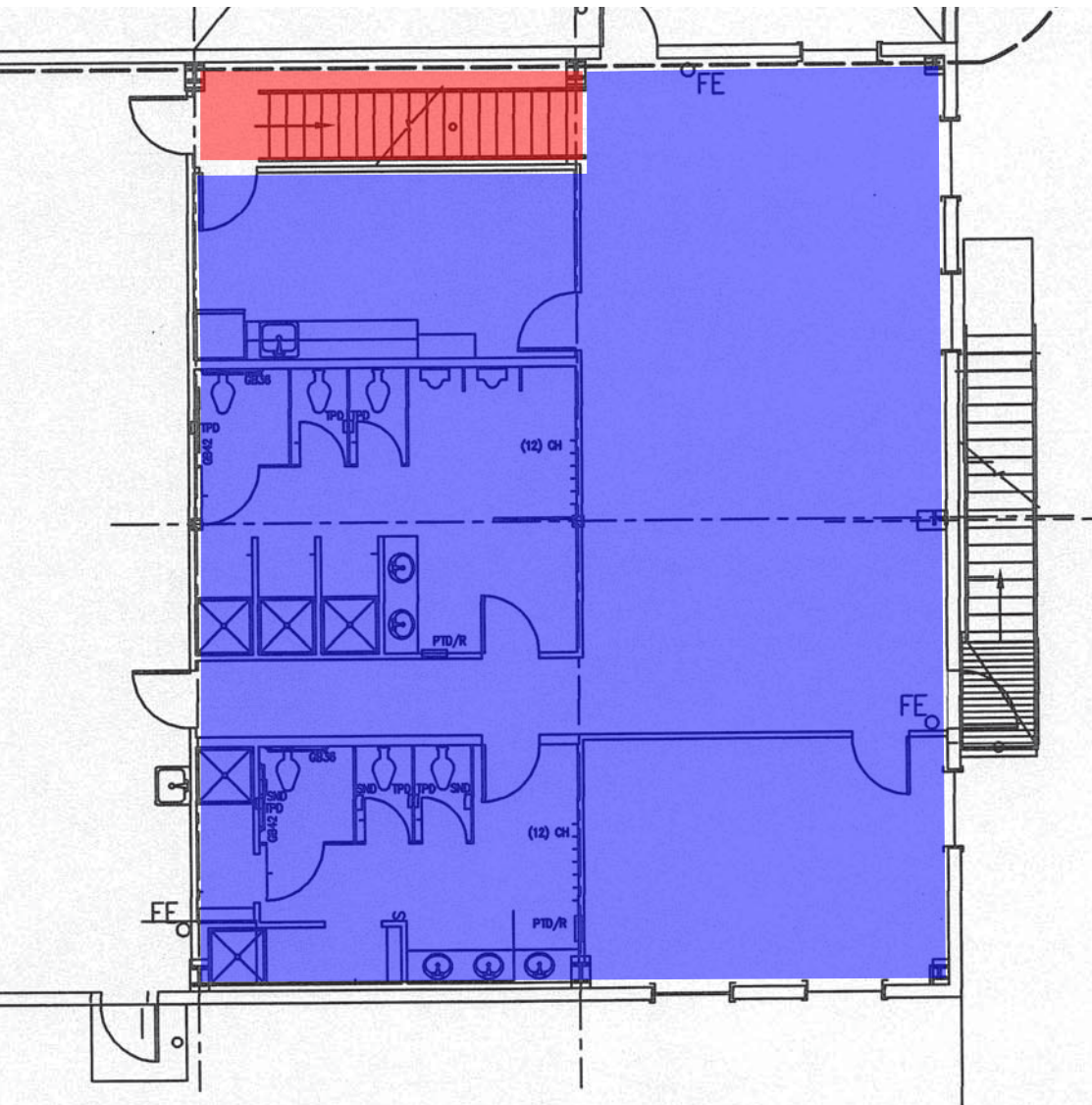


1
A1.2

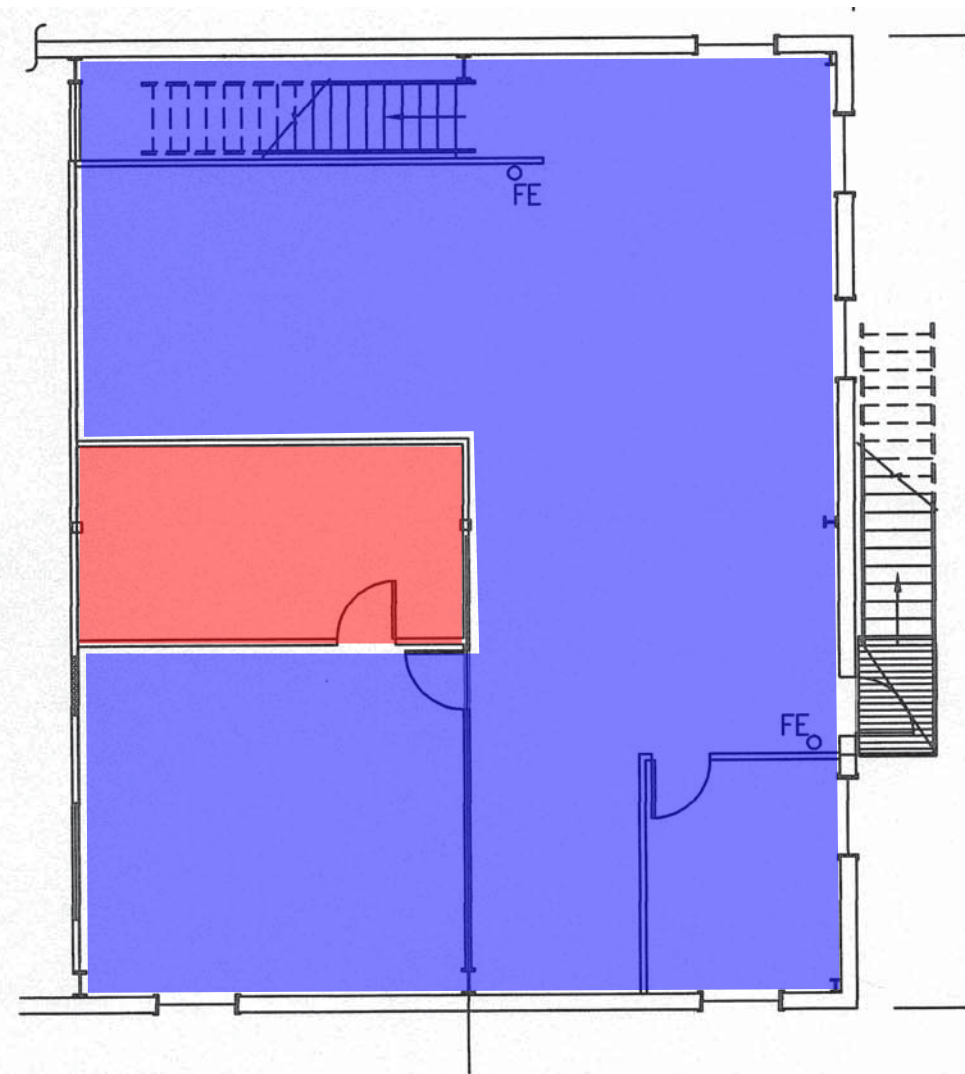
2ND FLOOR PLAN

1/8" = 1'-0"

Division of Forestry-Palmer Warehouse



FIRST FLOOR PLAN



EXISTING MEZZANINE PLAN PLAN

SCALE: NO SCALE



No Service



Service Required

**DNR Forestry Palmer Forestry Complex
Janitorial Services
CheckList**

Location: Admin Bldg Hangar Warehouse (circle one)

DATE_____

Employee on Duty_____

Supervisor_____

| DAILY TASK | Completed | Inspection check off | Comments |
|--------------------------------|------------------|-----------------------------|-----------------|
| Empty Trash/ashtrays | | | |
| Sweeping | | | |
| Vacuum Floors | | | |
| Dusting | | | |
| Mopping | | | |
| Restrooms | | | |
| Breakrooms and Water Fountains | | | |
| Spot Cleaning | | | |
| Graffiti Removal | | | |
| Front Counter in Admin Bldg | | | |
| Doorknobs | | | |
| Lobby Windows - Admin Bldg | | | |
| Refill all paper dispensers | | | |

| WEEKLY TASK | Completed | Inspection check off | Comments |
|-------------------------------------|------------------|-----------------------------|-----------------|
| Buffing Floors | | | |
| Admin Breakroom floor | | | |
| Warehouse stairs March-October | | | |
| Wastebaskets March-October | | | |
| Admin Carpet protectors | | | |
| MONTHLY TASK | Completed | Inspection check off | Comments |
| Buffing Hanger and Whse April-Sept. | | | |
| Warehouse stairs- November-February | | | |
| Wastebaskets November-February | | | |
| QUARTERLY TASK | Completed | Inspection check off | Comments |
| Admin tile scrubbed/recoated | | | |
| Scrubbing Restroom Floors | | | |
| SEMI-ANNUAL TASKS | Completed | Inspection check off | Comments |
| Interior/Exterior Window Cleaning | | | |
| Carpet Cleaning - Admin Bldg | | | |
| ANNUAL TASKS | Completed | Inspection check off | Comments |
| Strip & Wax Warehouse and Hanger | | | |
| Admin Blinds | | | |
| Strip & Wax - Admin Bldg | | | |

Please leave nightly checklists in Janitor mail slot

2019 STATE HOLIDAY CALENDAR

JANUARY

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

FEBRUARY

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | |

MARCH

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

APRIL

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

MAY

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

JUNE

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

JULY

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

AUGUST

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

SEPTEMBER

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

OCTOBER

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

NOVEMBER

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

DECEMBER

| S | M | T | W | R | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

State Holidays

| Date | Holiday |
|-------|--------------------|
| 01/01 | New Year's Day |
| 01/21 | MLK Jr.'s Birthday |
| 02/18 | Presidents' Day |
| 03/25 | Seward's Day |
| 05/27 | Memorial Day |
| 07/04 | Independence Day |

Holiday

State calendar maintained by the Division of Finance, Department of Administration
<http://doa.alaska.gov/calendars.html>

Biweekly employees please refer to appropriate collective bargaining unit agreement for more information regarding holidays.

State Holidays

| Date | Holiday |
|-------|------------------|
| 09/02 | Labor Day |
| 10/18 | Alaska Day |
| 11/11 | Veterans' Day |
| 11/28 | Thanksgiving Day |
| 12/25 | Christmas Day |