

Proposed Scope of Work
Alaska State Troopers
Alaska Bureau of Investigation Building
12/01/14

Scope – The work to be completed by this project consists of janitorial labor for the Alaska Bureau of Investigation's building. The contractor will provide the labor necessary to ensure that custodial services are performed at the ABI building that maintain the facilities condition and present a clean, neat and professional appearance.

Location – 5500 E Tudor Road, Anchorage AK 99507.

Principal Items of Work – The contractor will satisfactorily complete the following services twice a week:

- Sweep and mop entrance area so it is free from debris, dirt and dust. Movable items shall be returned to their original position. The counters shall be wiped down with disinfectant (Area A).
- In both sets of bathrooms clean the floors, toilets, sinks and walls. Remove the trash; replace empty liners and refill paper towels and toilet paper, leaving extra towels and paper on the bathroom counter. Toilet bowls and urinals shall be cleaned and free from stains and urine deposits. Sanitary napkin receptacles shall be emptied and the liners replaced. The sides of the receptacles shall be wiped clean. The sink, facet and surfaces shall be disinfected and the drain free from obstruction. Mirrors shall be wiped clean and free of spots. Soap dispensers are to be refilled (Areas 25 and 14).
- Vacuum the interior hallways so they are free of all visible dirt and debris. Mats shall be vacuumed and returned to their original position when moved (Area B).
- Vacuum the interior rooms in the specified areas so that they are free of all visible dirt and debris. Mats shall be vacuumed and returned to their original position when moved (Areas 12 and 16).
- Vacuum the interior rooms in the specified areas so that they are free of all visible dirt and debris. Remove trash can liners and replace with new liners. Mats shall be vacuumed and returned to their original position when moved (Area 15).
- Sweep and mop kitchen area so it is free from debris, dirt and dust. Movable items shall be returned to their original position. The sink shall be free from stains and debris. Remove the trash and replace the liners. Replace the paper towels in the two dispensers (Area 6).
- The trash shall be collected from the hallways and be disposed of in the dumpster at the rear of the building (Area B).

The schedule for cleaning will be twice a week on Monday and Thursday, from 8:00am until 10:00am (or whenever the contracted work is completed). Since the ABI building is a secure building, blocking open the exterior doors is not permissible unless there is work on-going in the immediate area. In the morning on the scheduled days at 8:00am, an ABI employee will let the contractor in the building.

Equipment, tools and supplies such as cleaning fluids, mops, brooms, dust pans, buckets, toilet paper, paper towels, trash bags, trash bins, vacuum, and rags will be provided by ABI. When supplies are low,

the contractor will inform the ABI point of contact to replace them before they are completed used to prevent a break in service.

The life of this contract will be for three years starting on March 1, 2015.

A list of observed State holidays will be provided to the contractor each year. If a holiday falls on a scheduled work day, the contractor is not to clean that day. Cleaning services will be provided on the next working day.

Terms – A Background check and finger prints are required for **all** contractors personnel prior to being employed on-site as well as the owner of the company. If ABI determines that the contractor and their employee's do not pass the background check the contractor will not be considered for employment.

Approx. Sq Footage:

Area A – Front lobby is 26x44 **(1,144 square feet)**

Area B – Hallways 154x10 (two of these) and 30x10 (two of these) **(3,080 and 600 square feet)**

Areas 25 and 14 – Bathrooms 20x26 (employee bathrooms) and 26x26 (lobby bathrooms and vestibule) **(520 and 676 square feet)**

Area 12 – Room 36x26 **(936 square feet)**

Area 16 – Room 22x12 and hallway 32x8 **(264 and 304 square feet)**

Area 6 – Lunch room 16x26 **(416 square feet)**

Area 15- Class Room 18x12 **(216 square feet)**

Total approx. square feet: 8,156