

STATE OF ALASKA ITB NUMBER 10 170007265
AMENDMENT NUMBER 1



Department of Natural Resources
Support Services Division
Procurement Section
550 W. 7th Avenue, Suite 1230
Anchorage, Alaska 99501

THIS IS NOT AN ORDER

DATE AMENDMENT ISSUED: November 4, 2016

ITB TITLE: Janitorial Services at the Palmer Forestry Facilities

ITB CLOSING DATE AND TIME: 2:00 p.m. on November 16, 2016

ITB PUBLIC BID OPENING DATE AND TIME: 2:30 p.m. on November 16, 2016

This amendment addresses questions asked by potential bidders as of November 7, 2016:

This amendment is a MANDATORY RETURN AMENDMENT. In order for your bid to be considered responsive this amendment, in addition to your bid, must either be received by the DNR Procurement Office prior to the Bid Closing date and time or acknowledged on the "Amendments" line in the Bidder Information submitted with your bid.

1. **Question:** Who is the current contractor?

Response: BWC Enterprises.

2. **Question:** What is the cost of the current contract?

Response: \$28,013 for the current year; \$85,911 for all three contract periods.

3. **Question:** I have a question about the times we can be in here. Like for the quarterlies and that sort of thing like the carpet cleaning and everything else, can we be in here after the 11:30 p.m. time for the carpet cleanings and that sort of thing?

Response: Yes.

4. **Question:** Can it be done on Saturday or Sunday or does it have to be done during the week?

Response: Yes, during the March through October timeframe detailed cleanings such as the carpet cleaning or stripping/waxing/sealing can be done on the weekends rather than during the week.

5. **Question:** Are the products the contractor is required to provide brand specific or can we provide a different brand?

Response: As long as it fits the dispensers it is acceptable.

6. **Question:** Do you have any idea of the usage?

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Response: No, but we expect it to be higher during the March-October timeframe than the November-February timeframe. But from November to March there's usually only two people in the warehouse, probably only a half dozen in the hangar during this timeframe, and probably a dozen in the Admin building during this timeframe. During the March-October timeframe there could be as many as a hundred people in the warehouse and Admin building, and a dozen or more in the hangar.

7. **Question:** About how many of the staff are women?

Response: Approximately half of the staff will be women.

8. **Question:** Is it mandatory that the contractor's staff show up in a company vehicle, or can they drive their personal vehicle to the job?

Response: We would prefer employees arrive in a company vehicle however using their personal vehicle is acceptable provided they comply 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 while on State property. All liability rests with the vehicle owner.

9. **Question:** Are we required to do the arctic entryway windows or do you do that?

Response: Paragraph 7 under the Daily services requires the contractor to clean lobby and arctic entryway windows both inside and out in the Administration building.

10. **Question:** Are the showers in the bathrooms required to be cleaned by the contractor?

Response: Yes, as stated in paragraph 4 under the Daily services.

11. **Question:** Is the contractor required to provide bar soap for the showers?

Response: No.

12. **Question:** If someone moves something, say a filing cabinet, after we've cleaned, will we have to come back and clean the area or will it wait until the next scheduled cleaning?

Response: Unless it is a large area, say a whole cubicle being moved, it will wait until the next cleaning. If it is a large area the contractor may be called in to clean the area outside of the normal cleaning cycle.

13. **Question:** You're requiring weekly buffing but semi-annual and annual stripping/waxing/sealing. If you do this the buffing will remove the finish before the next stripping/waxing/sealing.

Response:

a. **Delete** the paragraph titled Buffing under Weekly services on page 34 of the ITB; the paragraph titled Administrative Building Tile Floors under Semi-Annual services on page 35 of the ITB; and the paragraph titled Hangar and Warehouse Floors under Annual services on page 35 of the ITB.

b. **Add** the following paragraph to the end of the Scope of Services, Service Requirements, on page 36 of the ITB:

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J. BUFFING, SCRUBBING AND RECOATING, AND STRIPPING AND WAXING OF TILE FLOORS:

1) Administrative Building: All tile floors in the Administrative building will be damp mopped and machine buffed to remove traffic marks and restore wax finish on a **Weekly** basis; scrubbed and recoated on a **Quarterly** basis; and stripped and waxed on an **Annual** basis during the contract period. Annual stripping and waxing to be done between the 15th and 31st of December of each contract year.

2) Hangar and Warehouse: All tile floors in the Hangar and Warehouse are to be damp mopped and machine buffed to remove traffic marks and restore wax finish on a **Monthly** basis during between April 1st and September 30th of each contract year. Because these buildings are essentially vacant during the winter months, tile floors in the Hangar and Warehouse are to be stripped and waxed **Annually** during the month of October only, with no services required between October 1st and March 31st. This requirement only applies to offices and breakrooms, and not the bay floors in both of these buildings. The bay floors in both of these buildings are not a part of this contract and will not be cleaned by the contractor.

14. **Question:** Do you want the kitchens cleaned at all? Not even the front of the microwave?

Response: Only as specified in paragraph 5, Break Rooms and Water Fountains, and paragraph 6, Non-Carpeted Areas, on page 32 of the ITB, i.e., clean, disinfect, and deodorize all break room sinks, table surfaces, counters, and cabinets, and sweep and mop non-carpeted floors. DNR staff will be responsible for washing or cleaning any dishes, utensils, and appliances in the break rooms.

15. **Question:** Are the sanitary dispensers to be filled and what should we use?

Response: Sanitary dispensers are not to be filled by the contractor. Sanitary napkins will be provided by staff. Per the ITB, contractor is only to provide and dispose of sanitary napkin disposal bags.

16. **Question:** Do you want areas such as the front counter only dusted or should they be wiped with disinfectant wipes?

Response: All areas are to be dusted as specified in the ITB. The front counter in the Administrative Building will be covered later in this amendment.

17. **Change** the paragraph titled **INTERIOR AND EXTERIOR WINDOWS** on page 35 of the ITB to read:

2) INTERIOR AND EXTERIOR WINDOWS: Wash the interior and exterior of all first-story windows, except for lobby and arctic entryway windows, leaving no streaks or unwashed places. Wash and wipe all sills and frames, leaving no water spots. Use drop cloths as required to protect adjacent surfaces, fixtures, and furniture. This service will be pre-arranged with the Project Manager so employee's can clear items from window ledges.

The Contractor WILL NOT be required to clean the outside of second story windows on the Hangar or Warehouse, however they WILL be required to clean the inside of these windows.

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.

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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.

18. **Add the following paragraph** to Section III, Scope of Services, Service Requirements, on page 36 of the ITB:

K. INITIAL CLEANING: In addition to Daily and Weekly services, which will begin on January 1, 2017 and continue throughout the contract period, Contractor will be required to provide a thorough initial cleaning of specific areas in all three facilities within the first 10 days of January, 2017. The purpose of this initial cleaning is to bring the specific areas identified in this paragraph in all three facilities up to contract standards at the start of the contract, and will be a one-time service. This cleaning may be done over the weekend, or at several different times during the cleaning period, with prior coordination between the contractor and DNR Project Manager. Specific services required will be:

1) Carpeted Areas: Carpeted areas are to be deep cleaned and shampooed as required by the Semi-Annual services paragraph on page 34 of the ITB.

2) Non-Carpeted Areas and Tile floors: Non-Carpeted areas and tile floors are to be swept, damp mopped, stripped, waxed, and buffed.

3) Toilet Rooms: Toilet rooms, including showers, are to be cleaned and disinfected as required by the Latrine/Bathrooms and Toilet Room paragraphs on pages 32 and 34 of the ITB. Shower curtains that are excessively filthy, damaged, or otherwise considered by the contractor to be unserviceable are to be replaced by the contractor with heavy duty solid white curtains and billed separately on the invoice for this service. 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.

All other contract services such as window cleaning, breakrooms, etc., are to be performed as specified within the ITB.

19. **Add the following** to paragraph C, CONTRACTOR FURNISHED SUPPLIES, on page 26 of the ITB:

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 cubicle, 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.

20. **Add the following paragraphs** to Section III, Scope of Services, Service Requirements, Daily Services, on page 33 of the ITB:

9) **FRONT COUNTER IN THE ADMINISTRATIVE BUILDING:** The front counter in the Administrative Building is to be dusted then wiped with disinfectant wipes on a daily basis.

DNR will provide disinfectant wipes for periodic cleaning of the counter by staff during the day at their discretion.

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10) **DOORKNOBS:** Main entryway, office, bathroom, conference room, and breakroom doorknobs are to be wiped with a disinfectant wipe as follows:

- a) **Administrative Building:** five days a week during the entire contract period.
- b) **Hangar:** Main office area, breakroom, and bathroom on the lower floor: five days a week during the entire contract period; upper floor doorknobs are to be wiped two days a week during the period of November 1st through February 28th or 29th (during a leap year), and five days a week during the period of March 1st through October 31st.
- c) **Warehouse:** five days a week during the period of March 1st through October 31st. During the period of November 1st through February 28th or 29th (during a leap year), warehouse doorknobs will not be wiped with a disinfectant wipe by the contractor.

21. **Note to Bidders:** the janitor closet in the Warehouse has a sign from the warehouse manager to store items in the Women's restroom under the sink, if needed.

22. **REPLACE the Bid Schedule** shown in the ITB with the Revised Bid Schedule attached to this amendment. Bidders must submit their bid using the Revised Bid Schedule attached to this amendment for their bid to be considered responsive.

23. The following questions and responses were provided to a potential bidder on November 3, 2016:

a. **Question:** Is there an incumbent on this opportunity?

Response: The current contractor is BWC Enterprises.

b. **Question:** If there is, Are they eligible to bid on this opportunity?

Response: Yes.

c. **Question:** If they are eligible do they qualify for the Employment Program preference?

Response: Not according to the current list maintained by the State of Alaska, Department of Labor and Workforce Development, Division of Vocational Rehabilitation.

24. **Reminder:** This amendment is a **MANDATORY RETURN AMENDMENT. In order for your bid to be considered responsive this amendment, in addition to your original or revised bid, must be received by the DNR Procurement Office prior to the revised Deadline for Responses date and time.**

//SIGNED COPY ON FILE//

Jim Sonnier

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I acknowledge receipt of Amendment 1 to ITB 170007265, Janitorial Services at the Palmer Forestry Facilities.

NAME OF COMPANY

SIGNATURE

DATE

[FOR STATE USE ONLY - THIS AMENDMENT COVERS ITB# 170007265]

**Amendment 1 to ITB 170007265
Janitorial Services at the Palmer Forestry Facilities**

IV. REVISED BID SCHEDULE:

Bidders must submit their bid on this REVISED BID SCHEDULE. Failure to submit your bid using this REVISED BID SCHEDULE will result in rejection of the bid as being non-responsive.

Contract prices are to remain firm through the duration the contract and any contract extensions or renewals and are to include all costs associated with performing required services. The quantities shown on the Bid Schedule are for a one-year period based on estimated service and will be used only for evaluation and award purposes. The actual schedule may vary depending on seasonal requirements. Award will be made to the lowest responsive and responsible bidder based on the BID COST for all estimated services. Bidders must bid on all items shown on the Bid Schedule to be considered responsive.

ITEM NO.	DESCRIPTION	EST. QTY.	UNIT COST PER SERVICE	EXTENDED COST
1.	INITIAL CLEANING, one-time service , as specified in Amendment 1 to this ITB	1	\$	\$
2.	DAILY Services as specified in this ITB and, if applicable, Amendment 1 to this ITB			
2a.	Administrative Building March 1 – October 31, 5 days a week; November 1 – February 28/29, 3 days a week.	219	\$	\$
2b.	Hangar March 1 – October 31, 5 days a week; November 1 – February 28/29, 2 days a week.	202	\$	\$
2c.	Warehouse March 1 – October 31, 5 days a week; November 1 – February 28/29, 1 day a week.	174	\$	\$
2d.	TOTAL FOR DAILY SERVICES			\$

3.	WEEKLY Services as specified in this ITB and amended by Amendment 1 (removal of Buffing)			
3a.	Administrative Building March 1 – October 31, 1 day a week; November 1 – February 28/29, 1 day a week.	52	\$	\$
3b.	Hangar March 1 – October 31, 1 day a week; November 1 – February 28/29, 1 day a MONTH.	33	\$	\$
3c.	Warehouse March 1 – October 31, 1 day a week; November 1 – February 28/29, 1 day a MONTH.	33	\$	\$
3d.	TOTAL FOR WEEKLY SERVICES			\$
4.	Quarterly Services as specified in this ITB for all three buildings	4	\$	\$
5.	Semi-Annual Services as specified in this ITB for all three buildings and as amended by Amendment 1 to this ITB (removal of Administrative Building Tile Floors)	2	\$	\$
6.	Annual Services – Cleaning Blinds in the Administrative Building -- as specified in this ITB and as amended by Amendment 1 to this ITB (removal of Hangar and Warehouse floors)	1	\$	\$
7.	Wastebaskets as specified in this ITB			
7a.	Weekly in all three buildings between March 1 and October 31	37	\$	\$
7b.	Monthly in all three buildings between November 1 and February 28/29	4	\$	\$
7c.	TOTAL FOR WASTEBASKETS			\$
8.	BUFFING, SCRUBBING AND RECOATING, AND STRIPPING AND WAXING OF TILE FLOORS as specified in Amendment 1 to this ITB			

8a.	Administrative Building: Weekly damp mopping and machine buffing	52	\$	\$
8b.	Administrative Building: Quarterly scrubbing and recoating	4	\$	\$
8c.	Administrative Building: Annual stripping and waxing	1	\$	\$
8d.	Hangar and Warehouse: Monthly damp mopping and buffing between April 1 st and September 30th	6	\$	\$
8e.	Hangar and Warehouse: Annual stripping and waxing in October	1	\$	\$
8f.	TOTAL FOR BUFFING, STRIPPING, WAXING, and SEALING OF TILE FLOORS			\$
9.	BID TOTAL, Sum of 1, 2d, 3d, 4, 5, 6, 7c, and 8f			\$

V. BIDDER INFORMATION:

Company Name: _____

Physical Address: _____

Mailing Address: _____

Company Website: _____

Contact Name: _____

Contact Telephone Number: _____

Contact Fax Number: _____

Contact Email Address: _____

Authorized Signature: _____

Amendment(s): The bidder acknowledges receipt of the following amendment(s) issued for this ITB: _____

VI. 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? If		

	yes, 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? If yes, 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? If yes, you must provide a copy of your certification letter issued by the Division of Vocational Rehabilitation to receive this preference.		

VII. BIDDER’S CHECKLIST

This checklist is provided as a courtesy to prospective bidders. While every effort has been made to ensure this checklist is complete, it is still the bidder’s responsibility to make sure they comply with all requirements of this ITB. Items shown below must be included with your bid. Failure to submit these items may cause the State to reject your bid as being non-responsive.

1. A completed Bid Schedule, Bidder Information, and Preference Certification.
2. A signed copy of any Mandatory Return amendment(s) issued for this ITB **OR** acknowledging receipt of any Mandatory Return amendment(s) by entering the amendment number(s) in the space provided in the Bidder Information section of this ITB.
3. A completed Federal Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions form.
4. A copy of the bidder’s DD214 with Social Security or serial number, date of birth, and other Privacy Act information redacted or “inked” out if claiming the Alaska Veteran’s preference.
5. A copy of the certification letter issued by the Division of Vocational Rehabilitation with your bid if claiming the Employment Program or Alaskans with Disabilities preference. Failure to provide a copy of the certification letter with your bid will result in disallowance of the preference.

[FOR STATE USE ONLY. THIS INVITATION TO BID COVERS RQS #170010346]