

**STATE OF ALASKA ITB NUMBER 180000056**  
**AMENDMENT NUMBER 2**



Department of Military and Veteran Affairs  
Division of Administrative Services  
Procurement Section  
P.O. Box 5800  
Joint Base Elmendorf-Richardson, AK 99505

**THIS IS NOT AN ORDER**

**DATE AMENDMENT ISSUED: May 10, 2018**

**ITB TITLE: Janitorial Service at Kodiak Readiness Center**

**ITB OPENING DATE AND TIME: May 16, 2018 at 08:30 A.M.**

This amendment is a MANADATORY return. Amendment is being issues to address questions, provide the updated scope of work, and an amended bid schedule.

1. **Question:** None wax vinyl flooring? No strip and recoating.  
**Response:** If the non-wax flooring currently has wax applied, it will be up to the contractor to remove it and apply an appropriate coating (if any). This would be accomplished during the initial cleaning.
2. **Question:** Is there anything special regarding the epoxy coated concrete? Would you like us to bid for that or wait for now?  
**Response:** See attached amended scope of work and bid schedule
3. **Question:** How often would you like the exterior windows cleaned?  
**Response:** This information may be found in the frequency schedule, item 20 of the scope of services.
4. **Question:** Is there any preference of cleaning products?  
**Response:** No.
5. **Question:** Frequency of carpet cleaning? Annually, biannually, quarterly, or monthly?  
**Response:** This information may be found in the frequency schedule, item 20 of the scope of services.

**Attachments:** Kodiak Janitorial Scope of Work  
Bid Schedule Kodiak Janitorial

//signed copy on file//

Bobbi Brauneis  
Procurement Officer  
Phone: (907) 428-7224

\_\_\_\_\_  
NAME OF COMPANY

\_\_\_\_\_  
SIGNATURE OF REPRESENTATIVE

\_\_\_\_\_  
DATE

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### Janitorial Scope of work Kodiak

#### **PERFORMANCE REQUIREMENTS:**

**1. WORK SCHEDULE:** Services are to be performed two (2) days a week on Mondays and Thursdays between the hours of 8:30am and 4:00pm Alaska Standard Time. If a service day falls on a holiday, services shall be performed generally on the next DMVA working day, in some instances it may be necessary to perform the work the working day before the holiday. The contractor will coordinate a schedule of frequency and time of service with the Project Manager (PM) for other services such as stripping, waxing and carpet cleaning. In the event it is necessary for the State to change the schedule for any or all of the services under this contract, after notification the contractor will have seven calendar days to have the new schedule in effect. At the start of the contract, the contractor will provide the number of man hours and employees that are needed to perform the daily and weekly services for each building, this will determine the schedule that will be used and approved by the PM.

**2. MANAGER, EMPLOYEES & SUPERVISION:** The contractor shall assign a full time manager who shall be available on a daily basis for communication and coordination with the PM for custodial functions and will be available to respond to the contract site(s) for quality control/corrections. The manager shall have full authority to act for the contractor in all matters relative to the performance of this contract. The contractor shall be responsible for the conduct and performance of all contract employees while on the premises. Any employee whose conduct is objectionable or who does not meet qualifications set forth in the contract may be immediately removed or barred from the premises. Additionally the contract manager is responsible for enforcing the following guidelines:

- Contract employees appearing to be under the influence of alcohol or drugs shall not be permitted on premises.
- Contract employees shall not use or tamper with office machines, computers, equipment or personal property at any time.
- Contract employees shall not open desks, cabinets, or other furniture at any time.
- Contract employees shall not use the Department of Military & Veterans Affairs telephones, copiers or fax machines for personal use at any time.
- Contract employees on work programs will require supervision on a 2-1 ratio (2 employees to 1 supervisor).

Business solicitations from contractor or contract employees from building occupants is not allowed during the performance of this contract. This also prohibits notes or advertisements posted in the facilities or grounds.

Failure to enforce the above guidelines will be grounds for contract cancellation.

The contractor shall be directly responsible for instructing employees in utilities conservation practices and will be responsible for operating under conditions that preclude waste of utilities, which shall include but shall not necessarily be limited to the following:

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- Lights shall be used only in areas where and at the time work is actually being performed. Lights shall be turned off after room is cleaned.
- The workers shall not adjust mechanical equipment, controls for heating, ventilation and air conditioning systems.
- Water faucets or valves shall be turned off after the required usage has been accomplished.
- Exterior doors and windows will not be propped open.

**3. PRESENCE OF NON-EMPLOYEES:** Contractor shall not allow persons that are not employees, Minors, including family members of the Contractor and employees on the Project site during contract work hours and are prohibited from performing any work under this contract.

**4. COMMUNICATION:** At least one person who can speak, read and write English fluently shall be present at all times during scheduled services.

**5. SECURITY CHECKS AND TRAINING:** For security reasons, the Department of Military and Veterans Affairs may require identification, fingerprints, and conduct investigations of the successful bidder's and their employees performing work on any contract resulting from this solicitation. By their signature on the bid submitted in response to this solicitation the bidder agrees to provide any requested information, to include Social Security Numbers, on any employee, and to cooperate fully with DMVA in any background check/investigation and training/certification requirements.

**6. SAFETY & SAFETY DATA SHEETS (SDS):** In accordance with Federal, State and Local requirements, the contractor shall acquire, file, and maintain up-to-date records pertaining to Safety Data Sheets (SDS) 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 PM or other authorized person may request and/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 in each storage area throughout the duration of the contract.

The Contractor and employees will be familiar with and operate within guidelines set forth by the Occupational Safety and Health Act and all other Federal, State and local laws/regulations that apply.

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

**7. DAMAGE:** Contractor is liable for any damage to the property caused by the contractor, contractor's employees including but not limited to building structures, contents, or personal property. Any incident shall be reported within 1 hour of the incident to the facilities representative and the PM.

**8. LOSS OF KEYS:** Special emphasis is placed on key control. If keys are issued, the Contractor is required to sign for all keys. All keys are to be obtained from the Facility Commander or an authorized representative, and to be returned upon completion of this Contract and/or task. No duplications are to be made; in the event of lost keys, contact the Facility Commander for replacements. Lost keys may be grounds for immediate

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termination of contract. At minimum replacement and re-keying charges will be paid by the contractor. The contractor's failure to pay for these services may interfere with payment for services that were rendered.

**9. INSPECTION OF WORK:** The Contractor or Contractors Designee shall upon notification by the PM be present at the contract site to conduct an inspection with the agency's representative. Inspections with the PM may take place anytime and at the sole discretion of the Contracting Agency.

Required corrections resulting from deficient work shall be accomplished within four (4) hours after the inspection or, at the sole discretion of the PM, an acceptable, alternate time. Any carryover of non-corrected deficiencies will be considered a Breach of Contract.

**10. DEFICIENT WORK:** The PM will work with the contractor to resolve matters of deficiency by contacting the contractor and/or issuing a *Deficient Work Notification Form*. The contractor will correct any deficiency within two (2) hours after the inspection or, at the sole discretion of the PM, an acceptable, alternate time. If the Contractor fails to appear for an inspection or a deficiency is not corrected within the stated period of time, the PM contact may hire another janitorial service to correct the deficiency and deduct that cost from the next payment due under the contract.

If the contractor fails to correct the deficiency within the required time, this will be considered a valid deficiency claim and the PM will submit the Deficient Work Notification to the procurement office. The procurement office will issue a Cure Letter. This letter must identify the problem(s), citing relevant contract language and any corrective action required. This letter must also list the consequences for failing to correct the problem(s) and set a deadline after which the contractor may be found in default if corrective action is not taken.

If a contractor is issued more than three (3) Cure Letters in a 30 day period or a total of seven (7) Cure Letters in a 60 day period, it will be grounds for the procurement officer to find the contractor in default and cancel the contract.

**11. BUILDING SECURITY:** As instructed by the PM or the facilities representative, the contractor shall turn off all designated lighting and lock doors and windows each workday. Contractor shall be briefed by the contracting agency or a representative on the security protocols including Key control for the facility(s) that are serviced under this contract.

**12. RESTRICTED AREAS AND EXCEPTIONS:** 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 authorize 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.

**13. SUPPLIES AND EQUIPMENT:** The contractor will provide all equipment, labor, and supplies required to complete the work as specified in the contract. At all times, the contractor shall store enough consumable supplies at the site(s) to last a minimum of 3 weeks for a fully occupied building(s), all consumable supplies in the facility(s) supplied by contractor are considered property of the State.

Contractor will provide items such as but not limited to: Personal Protective Equipment, Dispenser towels, toilet paper, can liners, soaps, detergents, cleaning chemicals, carpet and hard floor maintenance products and

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equipment, towels, cloths, sponges, brushes, germicidal and fungicidal chemicals, vacuum cleaners, floor scrubbers, high speed buffers, carpet extraction machines, ladders, squeegees and light bulbs. Contractor shall provide a closed container for waste sanitary napkins (if not already installed). Contractor shall also furnish (cost to be borne by contractor), repair, and/or replace toilet-seat covers dispensers, tissue dispensers, paper towel dispensers, and soap dispensers in all areas serviced, if a dispenser is battery operated, batteries are to be changed before they are fully discharged. This is not an all-inclusive list of supplies and equipment required and by no means should be considered as the minimum items required. All ladders or other devices used to reach the surface of objects not otherwise accessible for the required cleaning operations shall be provided by the contractor, at no additional expense to the state; all such equipment shall be of sound construction, be firm and stable, and shall be maintained in good condition.

**14. LIGHT BULBS:** : All expended (burned out) light bulbs and fluorescent lamp tubes 10 feet or less in height shall be replaced each service day, (Exterior light bulbs shall be replaced by the State) any defective fixtures shall be reported via email to the PM by the following business day. Light bulbs shall be furnished by and the cost borne by the contractor. Bulbs and tubes must be rated in the 4100 light spectrum. Contractor shall manage and dispose of nonfunctioning bulbs in accordance with applicable regulations 40 CFR Parts 260 through 273 unless the contractor provides laboratory reports or other manufacturer documentation demonstrating brand, make and model does not qualify as a hazardous or universal waste. The PM must be made aware in a monthly report that is to be submitted with the monthly invoice showing how many bulbs were replaced (if none report shall indicate 0) the date and location including building and office (if applicable), whether disposed or recycled. Proof of where these bulbs were disposed as hazardous or recycled. For questions, the Hazardous Waste Manager can be contacted at (907) 428-7182.

The contractor will not use any equipment owned by the state or employees of the state.

**14. PRODUCT QUALITY:** Products quality must meet or exceed the following samples.

- Toilet paper - Bay West Double Soft Premium 2 Ply or better
- Can Liners - 24" X 23" .7 mil. Low Density or better  
33" X 40" 1.5 mil. Low Density or better

**15. SUPPLIES AND EQUIPMENT STORAGE:** The contractor will supply all equipment needed to complete the duties and requirements outlined herein. The equipment must be kept clean and maintained in good operating condition and in sufficient quantities and sizes to adequately perform all services.

The Department of Military & Veterans Affairs when possible will provide a storage area for the contractor's supplies and equipment. Department of Military & Veterans Affairs will not assume any liability for materials and equipment stored on the premises.

**16. Billings & Invoices:** The contractor shall submit by the 10<sup>th</sup> of the following month an itemized invoice for services rendered and the Bulb Report for the previous month by facility and location, contractor can email invoice and the report to [mvafmocontracts@alaska.gov](mailto:mvafmocontracts@alaska.gov) which is the preferred method or by mail to Department of Military & Veterans Affairs, Facility Management Office, P.O. Box 5800, Fort Richardson, Alaska 99505-0549. Any questions pertaining to payments must be addressed to this office.

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**SCOPE OF SERVICES:**

**1. FACILITIES:** The selected contractor shall furnish all necessary labor, supervision, equipment, supplies and materials required to perform the custodial services.

**2. INITIAL SERVICES:** In the first 30 days of the contract, contractor is required to perform an initial service for all tasks covered by this contract (exterior work may be excluded). Contractor and the Project Manager (PM) will set a schedule to complete all of the required tasks.

**3. TRASH AND REFUSE REMOVAL:** All interior and exterior trash receptacles shall be emptied **each service** and returned to their initial locations. Boxes and any other items placed near a trash receptacle and marked "TRASH" shall be removed. All can liners are to be replaced. Trash shall be disposed of in secured plastic bags. Trash shall be kept in a secondary container while inside the building to prevent spills and stains. The contractor shall pick up any trash that may fall onto the facilities grounds during removal from the building. The Department of Military & Veterans Affairs shall be responsible for emptying/collection service of the dumpsters.

Trash shall not be left in custodial closets or other areas overnight. In the event a spill occurs, the contractor is responsible for removing stains and spots on all surfaces, these surfaces include but are not limited to carpet, tile, concrete, and any other hard surfaces.

**4. VACUUMING:** High traffic carpeted areas will be vacuumed thoroughly **each service** other areas will be spot vacuumed, all areas will be cleaned utilizing a vacuum with a beater brush (back pack or hose type vacuum can be used on stairs, furniture and areas not accessible with a beater brush type vacuum). All carpeted areas are to be thoroughly vacuumed **once a week**. This includes but is not limited to under desks, behind doors and in corners. Upon completion all carpeted areas and furniture shall be neat, clean, free of debris, and have a uniform professional appearance.

**5. CARPET, FABRIC AND CERAMIC TILE CLEANING: CARPETS/FABRIC:** Carpets and fabric portions of furniture shall have a uniform appearance at all times, spots, stains and signs of heavy traffic/use shall be removed as they occur utilizing the manufacturers recommended methods; if stains wick through multiple cleanings will be required until the spots are removed. Deep clean steaming or shampooing will be performed on all carpets and fabric furniture a minimum of **once every six months**. Areas to be cleaned include but are not limited to under desks, along baseboards, in corners and behind doors.

**CERAMIC TILE FLOORS:** Tile (non-waxed) Floors shall be machine scrubbed when needed to maintain a clean and uniform appearance of the tiles and grout.

**6. SWEEPING AND MOPPING:** All non-carpeted floors shall be swept and mopped **each service** with a properly mixed solution that will not be harmful to a wax finish. After the floor has been swept, the entire floor surface, including corners, shall be free of litter, dust, foreign objects or debris. All accessible areas shall be mopped including chair mats. Trash receptacles, other items, etc. shall be moved to mop underneath, floor mats shall not be placed back on floor until it is dry. After mopping, the floor shall have a uniform appearance, with no streaks, swirl marks, detergent residue, or any evidence of soil.

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**7. BUFFING:** All coated floors will be polished (unless floor type or manufacturer specifications direct otherwise) with a high speed buffer (minimum 1500 RPM) to remove traffic marks and maintain luster of coatings once a week or more often if needed (contractor may need to add more wax to floor in order to maintain luster).

**8. HARDFLOORS:** All Hard floors (non-ceramic) will be maintained according to the type of flooring and/or manufacturer's specifications and frequency schedule in Section 20 (unless manufacturer's specifications direct otherwise). For waxed floors contractor shall use a high quality non-skid wax and maintain a minimum of 5 coats of wax, wax and any other coatings shall only be applied to the floor surface, any wax or other coatings on walls, thresholds or other surfaces must be removed.

**9. RESTROOMS:** Restrooms will be cleaned each service performing the following tasks:

- Clean and disinfect all toilets, urinals, flush handles, faucets, exposed piping sinks, shelves, showers, counter tops, walls and stall walls/ partitions shall be cleaned using a germicidal/disinfectant and if needed polish applied. Presence of scale is not acceptable.
- Sweep and Wet mop all floors with appropriate and properly diluted cleaner/disinfectant each service.
- All dispensers including paper towels, toilet paper, toilet seat protectors, soap dispensers will be cleaned and restocked when needed to prevent running out each time service is performed.
- Trash cans and sanitary napkin disposal units will be emptied and liners replaced each time service is performed. Sanitary Napkin Disposal bags are not to be reused.
- Mirrors, chrome/stainless steel fixtures and underneath portions of sinks shall be cleaned and polish applied (if applicable) each service.
- Urinals shall have a deodorizer and must be replaced when it no longer produces a fragrance, is damaged or unsightly.
- Ensure clean wet mops, dust mops, rags or disposable towels are used to perform cleaning.

After cleaning, surfaces shall be sanitary, free from streaks, stains, scale, deposits and rust stains.

**10. DUSTING:** Dust all horizontal and vertical surfaces up to six (6) feet in height: including but not limited to chairs, file cabinets, bookshelves, blinds and other types of office equipment all ledges and handrails once a week. All work related items such as; paperwork etc. shall be left undisturbed.

**11. DRINKING FOUNTAINS:** Germicidal/disinfectant will be used to clean and polish applied (except water spout) to all drinking fountains each service, hard water/calcium and other deposits are not acceptable.

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**12. GENERAL AREA CLEANING:** Remove smudges, soils, fingerprints, marks, coffee spots, streaks, etc., each service from all washable horizontal and vertical surfaces including but not limited to: walls, countertops, tables, desks, sinks, doors, hardware, handrails, Office chairs, thresholds and kick plates. All surfaces shall have a clean uniform appearance, be free of streaks, spots and soils. Germicidal detergent shall be used in all applicable areas. All work related items such as; paperwork etc. shall be left undisturbed. If the facility has exercise equipment all equipment shall be cleaned and disinfected each service. All stainless steel shall be cleaned using an appropriate product and polish applied (no polish shall be applied on door handles/panic bars).

**13. LOBBIES AND ENTRYWAYS:** Clean all lobby/entry windows inside and out each service. No streaks or unwashed places will be visible. The exterior of entryways and mats shall be cleaned and kept free of debris, including stain removal from concrete or other hard surface.

**14. WINDOWS:** The interior and exterior sides of the windows shall be cleaned in accordance with the frequency schedule (item 20). Exterior portions of windows to be cleaned in spring (Lobby/Entry windows cleaned daily), date to be scheduled with PM. Wash windows and glass deflectors leaving no streaks or unwashed places. Wipe water spots from sills and frames. Use drop cloth as required protecting adjacent surfaces, fixtures, and furniture.

**15. WASTEBASKET WASHING:** Wastebaskets shall have a clean appearance free of stains, soils and odors and are to be cleaned with an appropriate cleaner as needed.

**16. FLOOR MATS:** Floor/Walk off mats shall be free of dirt and stains and will be vacuumed each service and shampooed every six (6) months and when needed to remove spots, stains and excess dirt/soil from heavy traffic.

**17. CHANGES IN USE OF WORK AREA:** In the event it is necessary to change the use of work area, which results in increased costs, the contractor may request a contract price adjustment for impacted services. Such requests shall be in writing, with before and after cost comparisons, and justify fully why the price adjustment is requested.

**18. SPECIAL SPECIFICATIONS:** The contractor shall meet with a representative or unit commander of the Department of Military & Veterans Affairs, upon request. The purpose of this meeting will be to review the Contractor's performance and/or monitor the frequency of services performed. If for some reason the facilities are being used on a 24-hour basis, the contractor shall only be responsible for the requirements under this contract. The Contractor shall report all facility maintenance problems including but not limited to leaks, electrical/lighting issues to the Department of Military & Veterans Affairs and the facility representative as soon as possible. Contractor shall also report any conditions which will prevent compliance with the contract.

**19. HOLIDAYS:** DMVA observes the following holidays, Columbus Day, Veterans Day, Thanksgiving, Christmas, New Years, Martin Luther King Day, President's Day, Memorial Day, Independence Day and Labor Day. If a holiday falls on a service day, services shall be performed the next DMVA working day.

**20. FREQUENCY SCHEDULE FOR REQUIRED TASKS:**

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Task	Daily	Weekly	Monthly	Yearly	As Needed	Three Times Per Year	Two Times Per Year
Empty Trash	X						
Vacuuming	X						
Sweeping & Mopping	X						
Carpet/Fabric Cleaning (all)							X
Spot Cleaning Carpets/Fabric					X		
Entry Matts Cleaning					X		X
Main Floors Mopping	X						
All Floors Buffing		X					
Main & Drill hall Floors Strip/Wax					X***		
Main Floors Scrub/Wax					X***		
Rest/Shower Rooms	X						
Rest/Shower Rooms floor scrubbing					X***		X***
Dusting		X					
Drinking Fountains	X						
Lobby/Entry Windows Interior & exterior	X						
Exterior Windows							X***
Interior Windows					X		
Wash Wastebaskets					X		
Replace Light bulbs					X		

\*\*\* To be determined by and scheduled with Project Manager and facility representative .

### Workmanship and Materials:

All work must be performed in a thorough and workmanlike manner and in accordance with current industry standards and practices.

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### BID SCHEDULE Kodiak Janitorial

ITEM NO.	DESCRIPTION	QTY.	Unit Price (per service)	EXTENDED PRICE
<b>1. A.</b>	<b>Readiness Center 2 times a week</b> Daily, Weekly and Monthly Service (As defined in Scope of Work)	1 Month	\$ _____	\$ _____ per year
<b>B.</b>	<b>Additional day</b>	1 Day	\$ _____	\$ _____ per day
<b>C.</b>	<b>Carpet Cleaning</b>	1	-	\$ _____ per service
<b>D.</b>	<b>Strip And Wax Main Floors</b>	1	-	\$ _____ per service
<b>E.</b>	<b>Scrub and Wax Main Floors</b>	1	-	\$ _____ per service
<b>F.</b>	<b>Strip And Wax Drill Hall Floor</b>	1	-	\$ _____ per service
<b>G.</b>	<b>Scrub and Wax Drill Hall Floor</b>	1	-	\$ _____ per service
<b>H.</b>	<b>Wash Exterior Windows</b>	1	-	\$ _____ per service
<b>Sub-Total for Items 1. A + B+ C+ D +E + F+G +H</b>				<b>\$ _____</b>
			<b>Total Cost</b>	<b>\$ _____</b>

Authorized Signature: _____ Title: _____  email: _____  Phone: _____ FAX: _____	<b>Bidders/Business Name &amp; Address</b> _____ _____ _____ _____
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