

**ALASKA COURT SYSTEM  
ADDENDUM #2**

**Invitation to Bid #FAI-S-22-0001  
Rabinowitz Courthouse Janitorial Services**

Date: February 7, 2022

To All Plan Holders:

The following changes, additions, clarifications, and/or deletions are hereby made a part of the ITB Documents for the above noted project, fully and completely as if the same were fully contained therein. All other terms, conditions, and specifications of the original Invitation to Bid, remain unchanged.

**This amendment must be acknowledged in the space provided on the Bid Schedule.**

The Submittal Date and Time is **UNCHANGED**. It remains: February 24, 2022 at 10:00 a.m.

The modifications directed by this Addendum #1 are described on this page and the following attachments:

- |                   |         |
|-------------------|---------|
| 1. Addendum Text: | 1 page  |
| 2. Attachments:   |         |
| NEW Bid Schedule  | 3 pages |

**A. The following Document(s) are revised:**

1. **Bid Schedule:**  
Remove bid schedule and replace with the bid schedule included in this Addendum.
2. **PRE-PROPOSAL QUESTIONS AND ANSWERS:**  
**Q1 Bidder Question:** When will you send the Notice of Award?  
**ACS Response:** The Notice of Award is typically sent within 2 business days.  
  
**Q2 Bidder Question:** Is APSIN clearance required?  
**ACS Response:** Anyone working on-site will require to submit a Criminal History Report – obtained from the Troopers. APSIN clearance will be required for at least one staff person in order to clean the judicial services area.  
  
**Q3 Bidder Question:** What are the working hours for the Day Porter?  
**ACS Response:** Day Porter hours will be 8:30 a.m. – 5:00 p.m.  
  
**Q4 Bidder Question:** Who is the current contractor?  
**ACS Response:** S & J Janitorial.  
  
**Q5 Bidder Question:** What light bulbs does the contractor change?  
**ACS Response:** The contractor is responsible for inspecting the facility for burnt out bulbs and reporting it to the contract manager. Bulbs that are 6' and lower are changed by the contractor.

**Q6 Bidder Question:** Are “Green” cleaning products required?

**ACS Response:** No, “Green” cleaning products are not required.

**Q7 Bidder Question:** Did you take into consideration that cleaning products and supplies have increased 30%, when creating your budget for this contract?

**ACS Response:** Yes, we are aware that product and supply prices have increased. Contractors are advised to bid real numbers for their pricing.

**Q8 Bidder Question:** On the Bid Schedule you request a price for “Miscellaneous Room Cleaning and Emergency Cleanup. What is this for?

**ACS Response:** This is for any room cleaning that is not on the regular cleaning schedule and for emergency cleanup (i.e. spills).

**Q9 Bidder Question:** Is the contractor responsible for collecting recyclables?

**ACS Response:** The Rabinowitz Courthouse does not have a formal recycling program. Contractor will collect all waste/trash from all rooms (offices, conference rooms, courtrooms, jury rooms, bathrooms, etc.), and deposit in the on-site dumpster.

**Q10 Bidder Question:** Are janitorial carts provided?

**ACS Response:** Janitorial carts are not provided. See Technical Requirements, Item 3.

**Q11 Bidder Question:** Is the Contractor responsible for hand sanitizer?

**ACS Response:** No, the Contractor is not responsible for supplying hand sanitizer.

**END OF ADDENDUM #2**

**ALASKA COURT SYSTEM (ACS)**  
**BID SCHEDULE**  
**SERVICE CONTRACT**

Procurement per ACS Procurement Guidelines

**Type of Service:** Janitorial Services  
**Property/Facility:** Rabinowitz Courthouse  
**Date of Issuance:** January 20, 2022  
**Submittal Deadline:** February 24, 2022 at 10:00 a.m.  
**Location(s):** 101 Lacey Street,  
Fairbanks, Alaska

**Contracting Agency:** Alaska Court System  
Facilities Department  
820 W. 4<sup>th</sup> Ave.  
Anchorage, AK 99501  
**Contracting Officer:** Anna Harrison  
Facilities Manager  
**Contract Manager:** Dawn Molina,  
Project Manager II  
**Phone:** 907-264-8284 **Fax:** 907-264-8296

**ITB Number:** FAI-S-22-0001

**I. BID SCHEDULE and ITEMS:** *Bidders should carefully read all Bid Documents attached to this schedule. Bid Documents include Instruction to Bidders, General Conditions, Supplemental Conditions, Technical Requirements and Attachments.*

Bidder Please Note: The bidder must enter a fixed monthly price for services and hourly rate. Failure to enter bid amounts on items A.1 and A.2 will result in the bid being declared non-responsive. Bids will be compared on the basis of the Total Basic Bid. The ACS reserves the right to reject all bids. If a Contract is awarded, it will be awarded to the lowest responsible and responsive bidder. The **Contract will be awarded in the Amount of the Total Basic Bid Amount comprised of pay items A.1, B.1, C, D, E, and F for the term of the contract.**

**BID ITEMS:**

**A. Routine Scheduled Services** - Monthly Fixed Price: \$ \_\_\_\_\_

1. Annualized Bid Amount (Bid Item A x 12 mos.) = \$ \_\_\_\_\_

2. Hourly Rate for Cleaning Beyond Contract:  
\$ \_\_\_\_\_/Hr. X 20 = \$ \_\_\_\_\_

**B. Inspect Facility and Replace Burned Out Lamps** – Monthly Fixed Price: \$ \_\_\_\_\_

1. Annualized Bid Amount (Bid Item C x 12 mos.) = \$ \_\_\_\_\_

**C\*. Furniture Cleaning Beyond Contract:** \$ \_\_\_\_\_/Hr. X 20 = \$ \_\_\_\_\_

**D\*. Miscellaneous Room Cleaning & Emergency Clean Up:**  
\$ \_\_\_\_\_/Hr. X 90 = \$ \_\_\_\_\_

**E\*. Day Porter Services (Monday-Friday):**  
\$ \_\_\_\_\_/Month. X 12 = \$ \_\_\_\_\_

**F\*. COVID Cleaning/Sanitizing:**  
\$ \_\_\_\_\_/Hr. X 90 = \$ \_\_\_\_\_

**TOTAL BASIC BID AMOUNT (A.1+B.1+C+D+E+F)** \$ \_\_\_\_\_

**\*NOTE:** The quantities shown above are for bid comparison purposes only, and are not intended to indicate the quantities of work to be required. See Technical Requirements.

# ALASKA COURT SYSTEM (ACS)

## BID SCHEDULE SERVICE CONTRACT

Procurement per ACS Procurement Guidelines

*Check Preference if applicable-See Instructions to Bidders and attach required proof and paperwork:*

- ☐ A. Alaskan Bidders
- ☐ B. Alaskan Bidder with Disabilities
- ☐ C. Alaskan Employment Program
- ☐ E. Alaska Products
- ☐ F. Recycled Products or Paper (Not Applicable.)
- ☐ G. Alaska Veterans

### **II. REFERENCES (Must list at least 1 company with whom bidder has had a Service contract for at least 1 full year in the last 5 years):**

1. \_\_\_\_\_  
Company Contact Name Daytime Telephone
2. \_\_\_\_\_  
Company Contact Name Daytime Telephone
3. \_\_\_\_\_  
Company Contact Name Daytime Telephone

### **III. ADDENDA ACKNOWLEDGEMENT:**

The Bidder acknowledges receipt of the following addenda to the original Bid Documents (*note number and date of each*) and that associated costs are included in this bid.

Addenda #, Date Issued

Addenda #, Date Issued

Addenda #, Date Issued

\_\_\_\_\_  
No other alternates or substitutions allowed on this Bid Form.

### **IV. AGREEMENT:**

By completing, signing and submitting this form I certify that I have reviewed the bid documents, with addenda, and understand the scope of services and conditions required for this Property/Facility. Furthermore, if awarded this contract, I agree to furnish for the above Bid Amounts – which were arrived at independently and without collusion –necessary labor, materials, and equipment in full compliance with the Contract and each of its incorporated terms and conditions. Work shall be accomplished in a workmanlike manner, observing all applicable civil rights and equal employment opportunity acts, and to the satisfaction of the Contracting Officer.

Bidder Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Check one of the following to indicate type of business entity for your company:

Sole Proprietor: \_\_\_\_\_ Partnership: \_\_\_\_\_ Corporation: \_\_\_\_\_ LLC: \_\_\_\_\_ Other (Specify): \_\_\_\_\_

# **ALASKA COURT SYSTEM (ACS)**

## **BID SCHEDULE**

### *SERVICE CONTRACT*

Procurement per ACS Procurement Guidelines

**Bidder Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_