

STATE OF ALASKA INVITATION TO BID (ITB)



PEGER ROAD DOT & PF JANITORIAL CONTRACT

2522N027

MAY 18, 2022

PERFORM JANITORIAL SERVICES AT THE DOT & PF PEGER ROAD COMPLEX

IMPORTANT NOTICE: If you received this solicitation from the State of Alaska's "Online Public Notice" web site, you must register with the procurement officer listed below in order to receive notification of subsequent amendments to the solicitation. Failure to register with the procurement officer may result in the rejection of your offer.

BIDDER'S NOTICE: By signature on this form, the bidder certifies that they comply with the following:

- (1) the bidder has a valid Alaska business license or will obtain one prior to award of any contract resulting from this ITB. If the bidder possesses a valid Alaska business license, the license number must be written below or one of the following forms of evidence submitted with the bid:
 - a canceled check for the business license fee;
 - a copy of the business license application with a receipt date stamp from the State's business license office;
 - a receipt from the State's business license office for the license fee;
 - a copy of the bidder's valid business license;
 - a sworn notarized affidavit that the bidder has applied and paid for a business license;
- (2) the price(s) submitted was arrived at independently and without collusion, under penalty of perjury, and that the bidder is complying with:
 - the laws of the State of Alaska;
 - the applicable portion of the Federal Civil Rights Act of 1964;
 - the Equal Employment Opportunity Act and the regulations issued thereunder by the state and federal Government;
 - the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the state and federal government;
 - the bid will remain open and valid for at least 90 days;
 - all terms and conditions set out in this Invitation to Bid (ITB).

If a bidder does not hold an Alaska Business License (1) at the time designated in the ITB for opening the state will disallow the Alaska Bidder Preference. Bids must also be submitted under the name as appearing on the bidder's current Alaska business license in order to receive the Alaska Bidder Preference. If a bidder fails to comply with (2) of this paragraph, the state may reject the bid, terminate the contract, or consider the contractor in default.

 Eric Johnson Procurement Officer	COMPANY SUBMITTING BID	*DOES YOUR BUSINESS QUALIFY FOR THE ALASKA BIDDER'S PREFERENCE? [] YES [] NO	
	AUTHORIZED SIGNATURE	*DOES YOUR BUSINESS QUALIFY FOR THE ALASKA VETERAN PREFERENCE? [] YES [] NO	
Phone: (907) 451-5102 TDD: (907) 451-2363 FAX: (907) 451-2313	PRINTED NAME	*SEE ITB FOR EXPLANATION OF CRITERIA TO QUALIFY	
Email: eric.johnson@alaska.gov	DATE	TELEPHONE NUMBER	
ALASKA BUSINESS LICENSE NUMBER	FEDERAL TAX ID NUMBER	E-MAIL ADDRESS	

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SECTION 1. INTRODUCTION & INSTRUCTIONS

SEC. 1.01 PURPOSE OF THE ITB

The Department of Transportation & Public Facilities, Division of Facilities Services, is soliciting bids for the establishment of a term limit agreement to provide janitorial services at the Peger Road Complex.

SEC. 1.02 DEADLINE FOR RECEIPT OF BIDS

Bids must be received no later than 10:00 AM Alaska Time on June 8, 2022, at which time they will be publicly opened. Late bids or amendments will be disqualified and not opened or accepted for evaluation.

SEC. 1.03 INVITATION TO BID (ITB) REVIEW

Bidders shall carefully review this ITB for defects and questionable or objectionable material. Comments concerning defects and questionable or objectionable material in the ITB should be made in writing and received by the procurement officer at least ten days before the bid opening date. This will allow time for an amendment to be issued if one is required. It will also help prevent the opening of a defective bid, upon which award cannot be made, and the resultant exposure of bidders' prices.

SEC. 1.04 QUESTIONS PRIOR TO DEADLINE FOR RECEIPT OF BIDS

All questions must be in writing and directed to the procurement officer. 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 ITB. These questions may be answered over the telephone. Other questions may be more complex and may require a written amendment to the ITB. The procurement officer will make that decision.

SEC. 1.05 SITE VISIT

Potential bidders are encouraged to visit the work site so that they can see the conditions under which the work described in this ITB will be performed. The bidder's failure to visit the work site will in no way relieve the bidder of the responsibility of performing the work in strict compliance with the true intent and meaning of the terms, conditions and specifications of this ITB. There is a scheduled site visit scheduled for June 2nd, 2022 at 10:00. Bidders shall meet in the Main Building Conference Room located at 2301 Peger Road. If unavailable at that time please contact Michael Dykema at (907) 451-5207 to schedule a different time.

This contact person is only empowered to allow potential bidders to view the work site. The contact person cannot and will not answer potential bidder questions regarding the work to be performed under this ITB or the terms, conditions and specifications of this ITB. Any questions potential bidders have must be directed to the procurement officer as required in Section 1.04.

SEC. 1.06 SUBMITTING BIDS

Bidders may submit one hard copy of their bid, in writing, to the procurement officer in a sealed package. The sealed bid package must be addressed as follows:

Attention: Eric Johnson

Invitation to Bid (ITB) Number: 2522N027

ITB Title: PEGER ROAD DOT & PF JANITORIAL CONTRACT

Department of Transportation & Public Facilities

2301 Peger Road

Fairbanks, AK 99709

If using a delivery service, please use the following address:

Department of Transportation & Public Facilities

2301 Peger Road

Fairbanks, AK 99709

If submitting a bid via email, the bid may be emailed to dotnrprocurement@alaska.gov and must contain the ITB number in the subject line of the 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 bid exceeds this size, the bid must be sent in multiple emails that are each less than 20 megabytes and each email must comply with the requirements described above.

Please note that email transmission is not instantaneous. Similar to sending a hard copy bid, if you are emailing your bid, the state recommends sending it enough ahead of time to ensure the email is delivered by the deadline for receipt of bid.

It is the bidder's responsibility to contact the issuing agency at **(907) 451-5102** to confirm that the bid has been received. The state is not responsible for unreadable, corrupt, or missing attachments.

SEC. 1.07 BID FORMS

Bidders shall use the front page of this ITB and any other forms identified in this ITB for submitting bids. All bids must be signed by an individual authorized to bind the bidder to the provisions of the ITB.

BIDDER'S CERTIFICATION

By signature on the bid, the bidder certifies 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 state and federal government;
- D. the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the state and federal government;
- E. all terms and conditions set out in this ITB;
- F. the price(s) submitted was arrived at independently arrived and without collusion, under penalty of perjury; and

G. that the bid will remain open and valid for at least 90 days.

If any bidder fails to comply with [a] through [g] of this paragraph, the state reserves the right to disregard the bid, terminate the contract, or consider the contractor in default.

CONFLICT OF INTEREST

Each bid shall include a statement indicating whether or not the company 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. The procurement officer reserves the right to **consider a bid 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 contract to be performed by the bidder.

SEC. 1.08 PRICES

The bidder shall state prices in the units of issue on this ITB. Prices quoted in bids must be exclusive of federal, state, and local taxes. If the bidder believes that certain taxes are payable by the state, the bidder may list such taxes separately, directly below the bid price for the affected item.

SEC. 1.09 ASSISTANCE TO BIDDERS WITH A DISABILITY

Bidders with a disability may receive accommodation regarding the means of communicating this ITB or participating in the procurement process. For more information, contact the procurement officer no later than ten days prior to the deadline for receipt of bids.

SEC. 1.10 AMENDMENTS TO BIDS

Amendments to or withdrawals of bids will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of bids, in accordance with 2 AAC 12.140. No amendments or withdrawals will be accepted after the deadline unless the delay is due to an error of the contracting agency, in accordance with 2 AAC 12.160.

SEC. 1.11 AMENDMENTS TO THE ITB

If an amendment is issued, it will be provided to all who were notified of the ITB and to those who have registered with the procurement officer after receiving the ITB from the State of Alaska Online Public Notice website.

SEC. 1.12 ITB SCHEDULE

The ITB 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 deadline for receipt of bids, is delayed, the rest of the schedule may be shifted accordingly. All times are Alaska Time.

ACTIVITY	TIME	DATE
Issue Date / ITB Released		5/18/2022
Deadline for Receipt of Bids / Bid Due Date		6/8/2022
Bid Evaluations Complete		6/9/2022
Notice of Intent to Award		6/9/2022
Contract Issued		7/1/2022

This ITB 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 Transportation & Public Facilities, 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.

SEC. 1.13 ALTERNATE BIDS

Bidders may only submit one bid for evaluation. In accordance with 2 AAC 12.830 alternate bids (bids that offer something different than what is asked for) will be rejected.

SEC. 1.14 SUPPORTING INFORMATION

Bidders shall submit all required technical, specification, and other supporting information with their bid, so that a detailed analysis and determination can be made by the procurement officer that the product offered meets the ITB specifications and that other requirements of the ITB have been met. However, provided a bid meets the requirements for a definite, firm, unqualified, and unconditional offer, the state reserves the right to request supplemental information from the bidder, after the bids have been opened, to ensure that the products or services offered completely meet the ITB requirements. The requirement for such supplemental information will be at the reasonable discretion of the state and may include the requirement that a bidder will provide a sample product(s) so that the state can make a first-hand examination and determination.

A bidder's failure to provide this supplemental information or the product sample(s), within the time set by the state, will cause the state to consider the offer non-responsive and reject the bid.

SEC. 1.15 FIRM, UNQUALIFIED, AND UNCONDITIONAL OFFER

Bidders must provide enough information with their bid to constitute a definite, firm, unqualified and unconditional offer. To be responsive a bid must constitute a definite, firm, unqualified and unconditional offer to meet all the material terms of the ITB. Material terms are those that could affect the price, quantity, quality, or delivery. Also included as material terms are those which are clearly identified in the ITB and which, for reasons of policy, must be complied with at risk of bid rejection for non-responsiveness.

SECTION 2. CONTRACT INFORMATION

SEC. 2.01 CONTRACT TERM

The length of the contract will be from the date of award, approximately July 1, 2022, through June 30, 2023, with the option to renew for Five (5) additional One year terms under the same terms and conditions as the original contract. Renewals will be exercised at the sole discretion of the state.

SEC. 2.02 CONTRACT ADMINISTRATION

The administration of this contract is the responsibility of the procurement officer or person appointed by the **Department of Transportation & Public Facilities, Division of Facilities Services**

SEC. 2.03 CONTRACT FUNDING

Department of Transportation & Public Facilities, Division of Facilities, estimates a budget of between \$76,000.00 and \$100,000.00 for this contract. Bids priced at more than \$110,000.00 will be considered non-responsive.

Approval or continuation of a contract resulting from this ITB is contingent upon legislative appropriation.

SEC. 2.04 CONTRACT EXTENSION

Unless otherwise provided in this ITB, the state and the successful bidder/contractor agree: (1) that any extension 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) the procurement officer will provide written notice to the contractor of the intent to cancel the month-to-month extension at least thirty (30) days before the date of cancellation. A month-to-month extension may only be executed by the procurement officer via a written contract amendment.

SEC. 2.05 CONTRACT CHANGES – UNANTICIPATED 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. When additional work is required, the state will provide the contractor a written 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.

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

SEC. 2.06 SUBCONTRACTORS

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

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

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

A bidder's failure to provide this information, within the time set, may cause the state to consider their bid non-responsive and reject it.

Note that if the subcontractor will not be performing work within Alaska, they will not be required to hold an Alaska business license.

SEC. 2.07 CONTRACT PERFORMANCE LOCATION

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

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

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 these requirements may cause the state to reject the bid as non-responsive, or cancel the contract.

SEC. 2.08 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.

SEC. 2.09 SCOPE OF WORK AND SPECIFICATIONS

See Attachment 1 for Scope of Work and Attachment 2 for Supplementary Conditions.

SEC. 2.10 INSPECTION & MODIFICATION - REIMBURSEMENT FOR UNACCEPTABLE DELIVERABLES

The contractor is responsible for proving all products or the completion of all work set out in the contract. All products or work is subject to inspection, evaluation, and approval by the state. The state may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. The state may instruct the contractor to make corrections or modifications if needed in order to accomplish the contract's intent. The contractor will not unreasonably withhold such changes.

Substantial failure of the contractor to perform the contract may cause the state to terminate the contract. In this event, the state may require the contractor to reimburse monies paid (based on the identified portion of unacceptable products or work received) and may seek associated damages.

Additional information can be found in SC14 of the Supplementary Conditions

SEC. 2.11 CONTRACT PRICE ADJUSTMENTS

See SC4 of the Supplementary Conditions (Attachment 2).

SEC. 2.12 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.

SEC. 2.13 INSURANCE

Without limiting the contractor’s indemnification, it is agreed that the 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 procurement officer prior to contract approval 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.

Proof of insurance is required for the following:

- 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.
- 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 occurrence.

- 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 occurrence.

SECTION 3. CONTRACT INVOICING AND PAYMENTS

SEC. 3.01 BILLING INSTRUCTIONS

See SC6 of the Supplementary Conditions (Attachment 2).

SEC. 3.02 PAYMENT FOR STATE PURCHASES

Payment for agreements under \$500,000 for the undisputed purchase of goods or services provided to a state agency, will be made within 30 days of the receipt of a proper billing or the delivery of the goods or services to the location(s) specified in the agreement, whichever is later. A late payment is subject to 1.5% interest per month on the unpaid balance. Interest will not be paid if there is a dispute or if there is an agreement that establishes a lower interest rate or precludes the charging of interest.

Any single contract payments of \$1 million or higher must be accepted by the contractor via Electronic Funds Transfer (EFT).

SEC. 3.03 PROMPT PAYMENT FOR STATE PURCHASES

The state is eligible to receive a 5% discount for all invoices paid within 15 business days from the date of receipt of the commodities or services and/or a correct invoice, whichever is later. The discount shall be taken on the full invoice amount. The state shall consider payment being made as either the date a printed warrant is issued or the date an electronic funds transfer (EFT) is initiated.

SEC. 3.04 THIRD-PARTY FINANCING AGREEMENTS NOT ALLOWED

Because of the additional administrative and accounting time required of the state when third party financing agreements are permitted, they will not be allowed under this contract.

SECTION 4. EVALUATION AND CONTRACTOR SELECTION

SEC. 4.01 EVALUATION OF BIDS

After bid opening, the procurement officer will evaluate the bids for responsiveness. Bids deemed non-responsive will be eliminated from further consideration. 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 bidder.

SEC. 4.02 APPLICATION OF PREFERENCES

Certain preferences apply to all state contracts, regardless of their dollar value. The Alaska Bidder and Alaska Veteran preferences are the most common preferences involved in the ITB 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 following website:

<http://doa.alaska.gov/dgs/pdf/pref1.pdf>

- Alaska Products Preference - AS 36.30.332
- Recycled Products Preference - AS 36.30.337
- Local Agriculture and Fisheries Products Preference - AS 36.15.050
- 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 list prior to the time designated for receipt of proposals. Bidders must attach a copy of their certification letter to the proposal. **A bidder's failure to provide this certification letter with their proposal will cause the state to disallow the preference.**

SEC. 4.03 ALASKA BIDDER PREFERENCE

An Alaska Bidder Preference of 5% will be applied to the total bid price. The preference will be given to a bidder who:

- 1) holds a current Alaska business license prior to the deadline for receipt of bids;
- 2) submits a bid for goods or services under the name appearing on the bidder's current Alaska business license;
- 3) has maintained a place of business within the state staffed by the bidder, or an employee of the bidder, for a period of six months immediately preceding the date of the bid;

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

Alaska Bidder Preference Certification Form

In order to receive the Alaska Bidder Preference, the bid must include the Alaska Bidder Preference Certification Form attached to this ITB. A bidder does not need to complete the Alaska Veteran Preference questions on the form if not claiming the Alaska Veteran Preference. A bidder's failure to provide this completed form with their bid will cause the state to disallow the preference.

SEC. 4.04 ALASKA VETERAN PREFERENCE

An Alaska Veteran Preference of 5%, not to exceed \$5,000, will be applied to the total bid price. The preference will be given to a bidder who qualifies under AS 36.30.990(2) 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.

In accordance with AS 36.30.321(i), the bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other government, or the general public.

Alaska Veteran Preference Certification

In order to receive the Alaska Veteran Preference, the bid must include the Alaska Bidder Preference Certification Form attached to this ITB. A bidder's failure to provide this completed form with their bid will cause the state to disallow the preference.

SEC. 4.05 USE OF LOCAL FOREST PRODUCTS

In a project financed by state money in which the use of timber, lumber and manufactured lumber is required, only timber, lumber and manufactured lumber products originating in this state from Alaska forests shall be used unless the use of those products has been determined to be impractical, in accordance with AS 36.15.010 and AS 36.30.322.

SEC. 4.06 LOCAL AGRICULTURAL AND FISHERIES PRODUCT PREFERENCE

When agricultural, dairy, timber, lumber, or fisheries products are purchased using state money, a seven percent (7%) preference shall be applied to the price of the products harvested in Alaska, or in the case of fisheries products, the products harvested or processed within the jurisdiction of Alaska, in accordance with AS 36.15.050.

SEC. 4.07 ALASKA PRODUCT PREFERENCE

A bidder that designates the use of an Alaska Product which meets the requirements of the ITB specifications and is designated as a Class I, Class II or Class III Alaska Product by the Department of Community & Economic Development (DCCED) may receive a preference in the bid evaluation in accordance with AS 36.30.332 and 3 AAC 92.010.

To qualify for the preference, the product must have received certification from DCCED, be listed in the current published edition of the Alaska Products Preference List, and the bidder must provide the qualified product on a 100% basis. There are no provisions under Alaska Statutes or Regulations that allow for a product exchanges/substitutions or permit the product to be co-mingled with other products. Rather, AS 36.30.330 provides for a penalty for failing to use the designated Alaska products.

Products are classified in one of three categories:

- Class I products receive a 3% preference.
- Class II products receive a 5% preference.
- Class III products receive a 7% preference.

When the bids are evaluated, the preference percentage will be deducted from the product price. If a bidder fails to specify the brand being offered, no preference will be given. For more information on the Alaska Product Preference and to see the list of products currently on the Alaska Product Preference List, use the following web link:

<https://www.commerce.alaska.gov/web/dcra/AlaskaProductPreferenceProgram.aspx>

Brand Offered

If offering a product that qualifies for the Alaska Product Preference, the bidder must indicate the brand of product they intent to provide. If a bidder is not offering a product that qualifies for the Alaska Product Preference, the bidder does not need to indicate a product brand.

Brand of Product Changes

During the course of the contract including all renewal options, a contractor that offered a product that qualified for the Alaska Product Preference wishes to change the product brand, the contractor must first provide a written request, along with evidence that the replacement brand also qualifies for the Alaska Product Preference, for approval by the procurement officer. A contract amendment must be issued by the procurement officer to authorize the change.

If a bidder offers a product brand in the original bid that does not qualify for the Alaska Product Preference, a change in the product brand may be made at any time during the course of the contract, including all renewals, as long as the product band continues to meet the required specifications. A contract amendment is not required if the product brand originally offered did not qualify for the Alaska Product Preference.

SEC. 4.08 EMPLOYMENT PROGRAM PREFERENCE

If a bidder qualifies for the Alaska Bidder Preference and is offering goods or services through an employment program as defined under AS 36.30.990(12), an Employment Program Preference of 15% will be applied to the total bid price.

In accordance with AS 36.30.321(i), the bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other government, or the general public.

SEC. 4.09 ALASKANS WITH DISABILITIES PREFERENCE

If a bidder qualifies for the Alaska Bidder Preference and is a qualifying entity as defined in AS 36.30.321(d), an Alaskans with Disabilities Preference of 10% will be applied to the total bid price.

In accordance with AS 36.30.321(i), the bidder must also add value by actually performing, controlling, managing, and supervising the services provided, or for supplies, the bidder must have sold supplies of the general nature solicited to other state agencies, other government, or the general public.

SEC. 4.10 PREFERENCE QUALIFICATION LETTER

Regarding the Employment Program Preference and the Alaskans with Disabilities Preference, the Division of Vocational Rehabilitation in the Department of Labor and Workforce Development maintains lists companies who qualify for those preferences. As evidence of a company's right to the preferences, the Division of Vocational Rehabilitation will issue a certification letter. To take advantage of the preferences, a bidder must be on the appropriate Division of Vocational Rehabilitation list at the time the bid is opened and must attach a copy of their certification letter to their bid. The bidder's failure to provide this certification letter with their bid will cause the state to disallow the preference.

SEC. 4.11 EXTENSION OF PRICES

In case of error in the extension of prices in the bid, the unit prices will govern; in a lot bid, the lot prices will govern.

SEC. 4.12 METHOD OF AWARD

Award will be made to the lowest responsive and responsible bidder. In order to be considered responsive, bidders must bid on all items.

SEC. 4.13 NOTICE OF INTENT TO AWARD

After the responses to this ITB have been opened and evaluated, a tabulation of the bids will be prepared. This tabulation, called a Notice of Intent to Award, serves two purposes. It lists the name of each company or person that offered a bid and the price they bid. It also provides notice of the state's intent to award a contract(s) to the bidder(s) indicated. A copy of the Notice of Intent will be mailed to each company or person who responded to the ITB. Bidders identified as the apparent low responsive bidders are instructed not to proceed until a Purchase Order, Contract Award, Lease, or some other form of written notice is given by the procurement officer. A company or person who proceeds prior to receiving a Purchase Order, Contract Award, Lease, or some other form of written notice from the procurement officer does so without a contract and at their own risk.

SECTION 5. GENERAL PROCESS AND LEGAL INFORMATION

SEC. 5.01 ALASKA BUSINESS LICENSE AND OTHER REQUIRED LICENSES

Prior to the award of a contract, a bidder must hold a valid Alaska business license. However, in order to receive the Alaska Bidder Preference and other related preferences, such as the Alaska Veteran Preference and Alaskans with Disabilities Preference, a bidder must hold a valid Alaska business license prior to the deadline for receipt of bids. Bidders should contact the **Department of Commerce, Community and Economic Development, Division of Corporations, Business, and Professional Licensing, PO Box 110806, Juneau, Alaska 99811-0806**, for information on these licenses. Acceptable evidence that the bidder possesses a valid Alaska business license may consist of any one of the following:

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

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

- fisheries business licenses issued by Alaska Department of Revenue or Alaska Department of Fish and Game,
- liquor licenses issued by Alaska Department of Revenue for alcohol sales only,
- insurance licenses issued by Alaska Department of Commerce, Community and Economic Development, Division of Insurance, or
- Mining licenses issued by Alaska Department of Revenue.

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

SEC. 5.02 AUTHORITY

This ITB is written in accordance with AS 36.30 and 2 AAC 12.

SEC. 5.03 COMPLIANCE

In the performance of a contract that results from this ITB, the contractor must comply with all applicable federal, state, and borough regulations, codes, and laws; be liable for all required insurance, licenses, permits and bonds; and pay all applicable federal, state, and borough taxes.

SEC. 5.04 SUITABLE MATERIALS, ETC.

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

SEC. 5.05 SPECIFICATIONS

Unless otherwise specified in this ITB, product brand names or model numbers specified in this ITB are examples of the type and quality of product required, and are not statements of preference. If the specifications describing an item conflict with a brand name or model number describing the item, the specifications govern. Reference to brand name or number does not preclude an offer of a comparable or better product, if full specifications and descriptive literature are provided for the product. Failure to provide such specifications and descriptive literature may be cause for rejection of the offer.

SEC. 5.06 CONTRACTOR SITE INSPECTION

The state may conduct on-site visits to evaluate the bidder's capacity to perform the contract. A bidder must agree, at risk of being found non-responsive and having its bid 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.

SEC. 5.07 ORDER DOCUMENTS

Except as specifically allowed under this ITB, an ordering agency will not sign any vendor contract. The state is not bound by a vendor contract signed by a person who is not specifically authorized to sign for the state under this ITB. Unless otherwise specified in this ITB, the State of Alaska Purchase Order, Contract Award and Delivery Order are the only order documents that may be used to place orders against the contract(s) resulting from this ITB.

SEC. 5.08 HUMAN TRAFFICKING

By signature on their bid, the bidder certifies that the bidder is not established and headquartered or incorporated and headquartered in a country recognized as Tier 3 in the most recent United States Department of State's Trafficking in Persons Report.

The most recent United States Department of State's Trafficking in Persons Report can be found at the following website: <http://www.state.gov/j/tip/>

Failure to comply with this requirement will cause the state to reject the bid as non-responsive, or cancel the contract.

SEC. 5.09 RIGHT OF REJECTION

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

Bidders may not qualify the bid nor restrict the rights of the state. If a bidder does so, the procurement officer may determine the bid to be a non-responsive counter-offer and the bid may be rejected.

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 RFP;
- 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 bid from a debarred or suspended bidder shall be rejected.

SEC. 5.10 STATE NOT RESPONSIBLE FOR PREPARATION COSTS

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

SEC. 5.11 DISCLOSURE OF BID CONTENTS

All bid prices become public information at the bid opening. After the deadline for receipt of bids, all other bid 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 public records to be open to reasonable inspection. All other bid information will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, bids will become public information.

Trade secrets and other proprietary data contained in bids may be held confidential if the bidder requests, in writing, that the procurement officer does so, and if the procurement officer agrees, in writing, to do so. The bidder's request must be included with the bid, must clearly identify the information they wish to be held confidential, and include a statement that sets out the reasons for confidentiality. Unless the procurement officer agrees in writing to hold the requested information confidential, that information will also become public after the Notice of Intent to Award is issued.

SEC. 5.12 ASSIGNMENTS

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. Bids that are conditioned upon the state's approval of an assignment will be rejected as non-responsive.

SEC. 5.13 FORCE MAJEURE (IMPOSSIBILITY TO PERFORM)

The parties to a contract resulting from this ITB are not liable for the consequences of any failure to perform, or default in performing, any of its obligations under the contract, 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 ITB, 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.

SEC. 5.14 DEFAULT

In case of default by the contractor, for any reason whatsoever, the state may procurement 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.

SEC. 5.15 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.

SEC. 5.16 SEVERABILITY

If any provision of the contract or agreement is found to be invalid or 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.

SEC. 5.17 CONTRACT CANCELLATION

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

SEC. 5.18 GOVERNING LAW; FORUM SELECTION

A contract resulting from this ITB is governed by the laws of the State of Alaska. To the extent not otherwise governed by Section 5.15 of this ITB, any claim concerning the contract shall be brought only in the Superior Court of the State of Alaska and not elsewhere.

SEC. 5.19 SOLICITATION ADVERTISING

Public notice has been provided in accordance with 2 AAC 12.220.

SEC. 5.20 QUALIFIED BIDDERS

Per 2 AAC 12.875, unless provided for otherwise in the ITB, to qualify as a bidder for award of a contract issued under AS 36.30, the bidder must:

- 1) Add value in the contract by actually performing, controlling, managing, or supervising the services to be provided; or
- 2) Be in the business of selling and have actually sold on a regular basis the supplies that are the subject of the ITB.

If the bidder leases services or supplies or acts as a broker or agency in providing the services or supplies in order to meet these requirements, the procurement officer may not accept the bidder as a qualified bidder under AS 36.30.

SEC. 5.21 FEDERALLY IMPOSED TARIFFS

Changes in price (increase or decrease) resulting directly from a new or updated federal tariff, excise tax, or duty, imposed after contract award may be adjusted during the contract period or before delivery into the United States via contract amendment.

- **Notification of Changes:** The contractor must promptly notify the procurement officer in writing of any new, increased, or decreased federal excise tax or duty that may result in either an increase or decrease in the contract price and shall take appropriate action as directed by the procurement officer.
- **After-imposed or Increased Taxes and Duties:** Any federal excise tax or duty for goods or services covered by this contract that was exempted or excluded on the contract award date but later imposed on the contractor during the contract period, as the result of legislative, judicial, or administrative action may result in a price increase provided:
 - a) The tax or duty takes effect after the contract award date and isn't otherwise addressed by the contract;
 - b) The contractor warrants, in writing, that no amount of the newly imposed federal excise tax or duty or rate increase was included in the contract price, as a contingency or otherwise.
- **After-relieved or Decreased Taxes and Duties:** The contract price shall be decreased by the amount of any decrease in federal excise tax or duty for goods or services under the contract, except social security or other employment taxes, that the contractor is required to pay or bear, or does not obtain a refund of, through the contractor's fault, negligence, or failure to follow instructions of the procurement officer.
- **State's Ability to Make Changes:** The state reserves the right to request verification of federal excise tax or duty amounts on goods or services covered by this contract and increase or decrease the contract price accordingly.
- **Price Change Threshold:** No adjustment shall be made in the contract price under this clause unless the amount of the adjustment exceeds \$250.

SEC. 5.22 PROTEST

AS 36.30.560 provides that an interested party may protest the content of the ITB.

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."

If an interested party wishes to protest the content of a solicitation, the protest must be received, in writing, by the procurement officer at least ten days prior to the deadline for receipt of bids.

AS 36.30.560 also provides that an interested party may protest the award of a contract or the proposed award of a contract.

If a bidder wishes to protest the award of a contract or the proposed award of a contract, the protest must be received, in writing, by the procurement officer within ten days after the date the Notice of Intent to Award the contract is issued.

A protester must have submitted a bid in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

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

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

The procurement officer will issue a written response to the protest. The response will set out the procurement officer's decision and contain the basis of the decision within the statutory time limit in AS 36.30.580. A copy of the decision will be furnished to the protester by certified mail, fax or another method that provides evidence of receipt.

All bidders will be notified of any protest. The review of protests, decisions of the procurement officer, appeals, and hearings, will be conducted in accordance with the State Procurement Code (AS 36.30), Article 8 "Legal and Contractual Remedies."

SECTION 6. ATTACHMENTS

SEC. 6.01 ATTACHMENTS

Attachments:

- 1) Project Requirements
- 2) Supplementary Conditions
- 3) Bid Schedule
- 4) Alaska Bidder Preference Certification
- 5) Peger Road Janitorial Square Footage Sheet
- 6) Peger Road Janitorial Snow Removal Map

STATE OF ALASKA
JANITORIAL CONTRACT/PROJECT REQUIREMENTS

(Janitorial contracts procured under the authority of AS 36.30)

1. **REGULAR JANITORIAL SERVICES WORK OUTLINE:** The successful bidder is responsible for janitorial services as outlined below:
 - A. **DAILY SERVICES:** Services to be performed Sunday through Thursday nights after normal state office hours.
 1. Empty all interior and exterior trash receptacles. Collect all designated waste paper and trash in plastic trash bags furnished by the Contractor and dispose of immediately in dumpster. The Contractor shall also remove any containers or other items marked TRASH. **Dumpster service is provided by the State.**

Replace all soiled, torn, or wet trash receptacle liners with new liners. Plastic liners must be correctly sized for the receptacle. Clean and disinfect the interior and exterior of all soiled containers.
 2. Hot water, soap, deodorizer and appropriate disinfectant, such as a bleach solution or EPA registered germicide must be used for all janitorial services. Extreme care shall be taken to use cleaning agents that follow manufacturer's specifications and that do not damage surfaces.
 3. Sweep and damp mop all hard surface floors, landings, stairs and entryways, including all hard to reach areas such as under counters, furniture, and all corners. Use a neutral detergent and replace mop water and cleaner after each area has been mopped.
 4.
 - a) Vacuum all carpeted traffic pattern areas in the building. At a minimum this will include walk-off mats (straighten all mats), entrances, corridors, and main traffic lanes in offices and around desks. If there is a question as to where the carpeted traffic areas are located, the Project Manager will have the final decision.
 - b) Spot clean all carpets and walk-off mats to remove daily stains.
 5.
 - a) Clean and disinfect toilet room floors.
 - b) Clean and disinfect all plumbing fixtures, toilets, urinals, sinks, and shower stalls.

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- c) Clean and disinfect all dispensers, mirrors, counters, and cabinets.
 - d) Clean and disinfect all restroom walls and toilet and urinal stall partitions.
 - e) Clean and disinfect all restroom entry area walls and doors.
 - f) Mineral and calcium deposits on any plumbing fixtures will not be accepted. Extreme care shall be taken to use cleaning agents that follow manufacturer's specifications and that do not damage surfaces.
 - g) Check function of all dispensers and fixtures in all restrooms. Report any maintenance problems to the Project Manager.
6. Provide and maintain adequate supplies of 2-ply toilet paper, seat covers, room deodorizers, sanitary napkins, paper towels, and anti-bacterial soap in restrooms. These supplies are to be of standard or better quality and are to be furnished by the Contractor. In case of conflict Project Managers decision will be final.
 7. Clean, disinfect and polish all drinking fountains. Mineral and calcium deposits will not be accepted.
 8. Clean and disinfect table surfaces in conference rooms, break rooms, public areas, hallways, and all public counters in all offices. Use only non-abrasive cleaners.
 9. Spot clean all entry way doors, door handles, door frames, and door glass.
 10. Clean and disinfect the elevator and vertical lifts, including floors, doors, walls, ceilings, and selector panels. Clean and vacuum elevator door tracks.
 11. Police all sidewalks, entryways and dumpster areas and deposit waste in dumpster. Remove all trash and discarded materials including cigarette butts and pea gravel/sand (except when in place for winter traction purposes) from these areas.
 12. At the end of each day, the supervisor shall inspect all buildings and ground areas to ensure that all work is complete, all necessary doors and windows are locked and all lights are turned off.

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B. WEEKLY SERVICES: Services to be performed on Sunday of each week.

1. Damp mop with a neutral detergent and machine buff using a spray buff all waxed floors to remove traffic marks and restore luster of wax for an even wet look floor finish.
2. Warm Storage Building Break Room: Wash all appliance exteriors, including refrigerators, microwaves, and coffee makers.
3. Vacuum all carpeted areas, including all hard-to-reach areas such as under counters and under furniture.
4. Dust all surfaces up to six feet using a treated duster. The Contractor shall accomplish dusting by the removal of soil from the area, not by moving it from one surface to another.
5. Empty and clean all cigarette receptacles located at building entrances.

C. MONTHLY SERVICES: Services to be performed on the second Sunday of each month.

1. High Traffic Area Carpets and Walk-Off Mats (see attached floor plans): The Contractor shall remove carpet stains, completely vacuum, clean using hot water extraction equipment and supplies, and completely re-vacuum all carpet. The Contractor shall clean areas such as corners which are inaccessible to the equipment with manual scrubbing devices. After cleaning and allowing sufficient drying time, the Contractor shall vacuum the 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.

Use only detergents that have a ph factor below 10 and contain low levels of volatile organic compounds and when dry are not sticky to the touch.

2. High Traffic Hard Surface Floors and Warm Storage Building Restrooms (see attached floor plans): Remove all dirt and wax from all hard surface floors and cove base by mopping or scrubbing with a detergent and wax remover. Rinse

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thoroughly and apply skid resistant wax of a type recommended by the flooring manufacturers. When wax is dry, machine buff to a smooth sheen for an even wet look. Use only the strength of wax stripper needed and remove promptly and rinse to eliminate damage to floor tiles and adhesive.

3. Warm Storage Building Break Room: Remove all dirt from the floor by mopping, power scrubbing, and rinsing thoroughly.
4. Summer Months Only: Sweep all sidewalks, steps, building entrance areas and ramps. Remove all accumulated gravel and sand from sidewalks, ramps, and dispose off site at an approved dump site.

D. SEMI-ANNUAL SERVICES: Services to be performed in June, and November.

1. Remove all dirt and wax from all hard surface floors and cove base by mopping or scrubbing with a detergent and wax remover. Rinse thoroughly and apply skid resistant wax of a type recommended by the flooring manufacturers. When the wax is dry, machine buff to a smooth sheen for an even wet look. Use only the strength of wax stripper needed and remove promptly and rinse to eliminate damage to floor tiles and adhesive.

DO NOT POUR WAX DOWN THE FLOOR DRAINS.

2. Clean all carpets and walk off mats, including all hard-to-reach areas such as under counters and under furniture (move chair mats). The Contractor shall remove carpet stains, completely vacuum, clean using hot water extraction equipment and supplies, and completely re-vacuum all carpet. The Contractor shall clean areas such as corners which are inaccessible to the equipment with manual scrubbing devices. After cleaning and allowing sufficient drying time, the Contractor shall vacuum the 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.

Use only detergents that have a ph factor below 10 and contain low levels of volatile organic compounds and when dry are not sticky to the touch.

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3. Remove wash splatter, wax and dirt off of cove base and walls in all corridors and rooms. Restore cove base to a polished appearance.
4. Damp mop with a neutral detergent all carpet protectors (chair desk mats) in the interior of the building.
5. Remove all finger marks, dirt, smudges, wash splatter, and wax from walls, doors, windows, woodwork, light switch cover plates, light switches, door knobs and handles, stairwell hand railings, and all associated surrounding areas.

Clean all doors and door glass, sidelights, push plates, handles, and kick plates.

E. ANNUAL SERVICES: Services to be completed in September.

1. Wash the interior and exterior of all windows and glass doors. Remove, wash, and replace all bug screens and storm windows. Leave no streaks or unwashed places. Wash and wipe all window sills and frames, leaving no water spots. Use drop cloths as required to protect adjacent surfaces, fixtures and furniture. Do not step on flowers or flower boxes. This work item may require special equipment. Clean all windows in the areas designated as No Service Area.

F. AS REQUIRED SERVICES:

1. Replace restroom deodorizers.
2. Clean walls, doors, and cove base.
3. Clean windows and glass doors.
4. Vacuum chairs.
5. Restroom Exhaust Vents. Wash dirt from all air grills and diffusers. Vacuum all surrounding dirty ceiling tiles with brush attachments.

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- G. ONE-TIME INITIAL CLEANING SERVICE:** All work must be completed within 60 days from receipt of Contract Award.

1. Clean all carpets and walk off mats including all hard-to-reach areas such as under counters and under furniture (move chair mats). The Contractor shall remove carpet stains, completely vacuum, clean using hot water extraction equipment and supplies, and completely re-vacuum all carpet. The Contractor shall clean areas such as corners which are inaccessible to the equipment with manual scrubbing devices. After cleaning and allowing sufficient drying time, the Contractor shall vacuum the 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.

Wash all chair mats and reinstall after carpet is dry.

Use only detergents that have a ph factor below 10 and contain low levels of volatile organic compounds and when dry are not sticky to the touch.

2. Dust all areas using a treated duster. The Contractor shall accomplish dusting by the removal of soil from the area, not by moving it from one surface to another
3. Wash all interior walls, doors, windows and cove base to remove all dirt, grime and wax. Wipe water spots from window sills and frames. Use drop cloths as required to protect adjacent surfaces, fixtures and furniture.
4. Remove all dirt and wax from all floors and cove base by mopping or scrubbing with a detergent and wax remover, rinse thoroughly and apply skid resistant wax of a type recommended by floor manufacturers. When the wax is dry, machine buff to a smooth sheen for an even wet look. Use only the strength of wax stripper needed and remove promptly and rinse to eliminate damage to floor tiles and adhesive.

DO NOT POUR WAX DOWN THE FLOOR DRAINS.

5. Restroom Exhaust Vents. Wash dirt from all air grills and diffusers using neutral cleaners. Rinse thoroughly, leaving no streaks or unwashed areas. Carefully avoid damage to ceiling tiles. Vacuum all dirty ceiling tiles with brush attachments.

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6. Weather Permitting: Wash the interior and exterior of all windows and glass doors. Remove, wash and replace all bug screens and storm windows. Leave 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. Clean all windows in the areas designated as No Service Area.
7. Clean and disinfect the interior and exterior of all trash receptacles. Change plastic liners in all trash receptacles. Plastic liners must be adequately sized for the receptacle.
8. Remove all mineral and calcium deposits from all plumbing fixtures. This will include but is not limited to toilets, urinals, sinks, drinking fountains, and faucets.
9. Warm Storage Building Break Room: Remove all dirt from the floor by mopping, power scrubbing, and rinsing thoroughly.

H. INSPECTIONS

1. **All monthly, quarterly, semi-annual, annual and one-time initial cleaning services are to be coordinated with and inspected by the Project Manager.** Before commencing work on any of these items the Contractor will contact the Project Manager and a written work schedule will be submitted stating what will be done, where Contractor will be cleaning, time of day Contractor will be performing the work, when Contractor will be finished with the cleaning, and the names and social security numbers of the workers performing the services. If no contact is made for coordination and inspection and no work schedule is submitted, work may be required to be redone at no charge to the State. Payment will be withheld until work is completed and notice and inspection requirements are met.

I. EQUIPMENT, MATERIALS AND SUPPLIES

1. Minimum Vacuum Specification: A commercial grade, two-motor upright vacuum, such as a NSS MARSHALL, Windsor Versamatic EC or equal. In new or like new condition.

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- A. Two stage vacuum motor, with at least 850 watts, 120 volts, 7.7 amps. Capable of not less than 69 inches of water lift and 91 cfm.
 - B. A top fill two-ply collector bag, disposable type with a 5 liter dry capacity. Vacuum filter bag should be housed in a sealed compartment and be a high-efficiency type.
 - C. Capable of edge cleaning with a built in hose and auxiliary tools.
 - D. Brush drive motor at least 150 watts, 1.4 amps.
 - E. Brush assembly at least 14 inches wide. (Wider units require higher power and suction ratings.)
 - F. Capable of height adjustment.
2. Minimum Carpet Shampooer/Extraction Unit Specifications: A commercial grade carpet extraction cleaning unit such as a NSS Pony Plus 8 SC, Uni-Matic Plus II or equal. In new or like new condition.
 - A. Self-contained unit, consisting of clean supply tank, recovery tank, vacuum motor, supply pump, vacuum shoe (slot), spray jets, brush unit (with separate motor) and small area accessory tool.
 - B. Unit shall have a minimum of 120 pounds per square inch of water delivery and 150 inches of lift.
 3. Minimum Portable Floor and Carpet Blower/Dryer Specifications: A commercial grade unit such as a NSS Aero, Kent KD-3S or equal. In new or like new condition.
 - A. 2000 - 3000 cubic feet of air per minute.
 - B. 110 volt electric motor.
 4. Commercial grade floor buffing machine.
 5. Waterproof trash collection container: Rubbermaid Brutes, Big Wheel Carts, or

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equal.

6. Some required services may require special equipment.
7. The required equipment, materials and supplies must be present on-site and in good operation condition at all times. This will include but is not limited to keeping equipment clean such as laundering mop heads, washing mop buckets, and washing trash removal containers.

J. SUPPLY AND EQUIPMENT STORAGE

1. When possible, satisfactory storage room(s) will be made available to the contractor for storage of equipment, materials, and supplies used in the performance of the contract. The contractor must keep this area neat, orderly, and odor free at all times.

K. GENERAL

1. Contractor shall not drive any vehicles on the lawn areas.
2. The Contractor shall perform all services so as to keep the facility in new condition. The Contractor will follow manufacturer's cleaning and maintenance specifications unless the project requirements call for more stringent requirements. Refer uncertain instances to the Project Manager for a decision.
3. If the Contractor damages any State owned property, state employee owned property, or general public owned property the Contractor will make replacements and repairs to the satisfaction of the Project Manager, or the Contracting Agency may either hire another firm, or assign State personnel to repair the damage. This cost will be deducted from the contract.
4. On the last scheduled day of performance the Contractor shall provide all required services. Clean the building and leave all dispensers full.
5. **KEY CONTROL:** Special emphasis is placed on key control. If any key is lost by a

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contract employee, all locks affected will be re-keyed and all keys will be revised/reissued. This is a very expensive process and the successful bidder shall be held financially liable for all re-keying and reissue.

L. CALL-OUT CLEANING SERVICE

1. Contractor shall respond and have employees on site and ready to work within two hours upon receiving a call from the Project Manager.
2. Contractor shall be capable of being contacted 24 hours a day, either by pager or cell phone.

M. DAILY SERVICES ADDITIVE ALTERNATE No. 1: Snow and Ice Removal

1. Additive Alternate No. 1: Administration Office Building, Materials Testing Lab Building, Engineering Services Building, Supply Building, Maintenance Building, State Equipment Fleet Building and Warm Storage Building(Break Room). See attached Peger Road Complex Snow Removal Plot Plan.
 - A. Remove snow and ice from the full width (minimum 60 inch) and length of all ramps, sidewalks, curb ramps, steps, building entrances (10'x10' area) and accessible parking areas (20 feet deep) and walk ways down to concrete or asphalt. No snow or ice shall be deposited in the parking areas. The Contractor shall apply an ice melting compound to these areas which is not harmful to grass, sidewalk material or interior carpet and finishes. Only the minimal amount of ice melting compound shall be used to keep all surfaces safe and passable to pedestrian traffic and persons with disabilities. **Sand** shall be used on sidewalks and accessible parking areas as a skid resistant material. Snow removal will commence no earlier than 5:30 AM and be finished by 7:30 AM Monday through Friday.

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The following supplements modify, change, delete from or add to the Standard Terms and Conditions. Where any provision is modified, or a segment deleted, by these Supplementary Conditions; the unaltered portion of that provision shall remain in effect. Where any of these Supplementary Conditions conflict with or provide an uncertainty as to the meaning of other provisions of the Contract Documents, the Contractor shall, upon discovery and prior to bid closing, make a written request to the Procurement Officer for clarification.

SC1. Scope Reduction or Termination: This contract is subject to appropriations made by the Legislature of the State of Alaska, and it may be reduced in scope or terminated due to lack of such appropriations.

SC2. CONTRACT FUNDING: Payment and performance obligations for terms of the contract are subject to the availability and appropriation of funds.

SC3. CONTRACT EXTENSION: Unless otherwise provided in the Contract Documents, the Contracting Agency and the Contractor agree (1) That any holding over the contract beyond any exercised renewal options, will be considered as a "month-to-month" extension. All terms and conditions as set forth in this contract shall remain in full force and effect. (2) Each party shall provide to the other party of the intent to cancel such "month-to-month" extension at least 30 days prior to the desired date of cancellation.

SC4. PRICE ADJUSTMENTS: Contract prices, as bid, are to remain firm through the initial period of the contract. Thereafter, contract prices may only be adjusted at the time of contract renewal. The Contractor may request a price adjustment. Requests must be in writing and must be received 30 days prior to the renewal/adjustment date. If the Contractor fails to request a price adjustment 30 days prior to the renewal/adjustment date, the adjustment will be effective 30 days after the state receives their written request.

The adjusted contract price shall be computed as follows:

0-12 Janitorial Deficiency Notices in one year the current contract amount times a factor of 2.0%

12-18 Janitorial Deficiency Notices in one year the current contract amount times a factor of 1.5%

Over 18 Janitorial Deficiency Notices in one year NO INCREASE

SC5. BILLING INSTRUCTIONS: Invoices must be submitted to the attention of the Project Manager representing the Contracting Agency. The agency will make payment only after verifying that the services have been provided in accordance with the contract requirements. Modifications to the Contractor's invoice, resulting from defective work or improper billing procedures, shall only be made following written notice to the Contractor. Questions or disputes concerning the Contractor's payment must be presented in writing to the Project Manager. Invoices must be provided in a format acceptable to the agency. The Project Manager reserves the right to request back-up documentation in support of invoices in questions. Failure to provide the requested back-up may result in partial payment or rejection of the billing. Requested back-up may include, but not be limited to, employee time sheets and pay records, record of subcontractor payments, bills of sale for equipment and supplies, and evidence of timely tax or employee compensation payments.

SC6. EMPLOYMENT OF RESIDENT MANAGER: The Contractor will be required to employ a resident manager. The resident manager must have training, experience, or a combination of both in the cleaning of office buildings of similar size and occupancy. The resident manager must have at least three year's satisfactory work history in performing the required duties and managing a janitorial work force. The resident manager shall be locally

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available during normal State business hours. The manager shall have full authority to manage day-to-day operations and act on behalf of the Contractor. The manager shall:

1. Coordinate the work with the State Project Manager.
2. Ensure work is performed in accordance with contract requirements.
3. Receive and resolve service complaints.
4. Ensure employees are properly trained.
5. Do daily on-site supervision and inspections.
6. Understand, speak, read, and write English fluently.

As a condition of contract Award, or during the term of the contract in the event that the information has changed or the resident manager is replaced, the Contractor shall submit in writing to the Project Manager, **the name, address and 24 hour contact telephone number, and an E-mail address** of the proposed resident manager. Included with the submittal shall be a copy of the proposed manager's resume, containing a full statement of relevant training and experience, together with the names and telephone numbers of references able to verify training and satisfactory performance. At the Approval of the Project Manager the Contractor may make alternate arrangements to provide the required services including designation of themselves as the resident manager. The Project Manager shall Approve the resident manager before the appointment is made.

The Resident Manager shall be available to the Project Manager or designate to discuss performance of the services or other provisions of the contract.

The Resident Manager shall be trained and shall ensure all work is performed following all applicable OSHA, EPA, and other Federal, State, and local laws and regulations.

SC7. COMMUNICATION: At least one person at the supervisory level, who can speak, read and write English fluently must be present at all times. The supervisor will be empowered to act for the Contractor.

SC8. PRESENCE OF MINORS: Minors, including family members of the Contractor or his employees, are not to be on the Project site during contract Work hours and are prohibited from performing any Work under this contract.

SC9. EQUIPMENT INSPECTION: All equipment and attachments necessary to perform the Work described in these Contract Documents must be available for the Project Manager's inspection at the site named in the Contract. The equipment and attachments must be in new condition and capable of performing the Work for which they were intended. If new equipment is on order, purchasing documents which describe the equipment sufficiently for evaluation must be available for review by the Project Manager. Such equipment must be on the job site within 30 calendar days from the date of the inception of the contract. The new equipment will be subject to inspection for compliance. Bidder's who fail to comply with this requirement will be considered to be not responsible and the Contracting Agency will reject the bid or cancel the contract.

SC10. JANITORIAL SERVICES/SUPPLIES/EQUIPMENT: The Contractor shall provide all of the janitorial services as described and must furnish all of the labor, equipment, supplies, and material necessary to accomplish the Work described in these Contract Documents.

Unless otherwise specified in the Project requirements, standard commercial grade products, supplies,

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equipment, paper goods, and restroom supplies, of types and sizes to fit existing agency-provided dispensers must be provided by the Contractor. These items are subject to inspection and Approval by the Project Manager. The Contractor may not use alternative rest-room product dispensers in lieu of those already in place without the Approval of the Project Manager. The Project Manager may require the Contractor to submit, for Approval, a list of proposed brand names and/or actual product samples of the supplies and equipment the Contractor intends to use.

SC11. SAFETY DATA SHEETS (SDS): In accordance with the federal law and as a condition of the contract Award, the Contractor shall provide to the Contracting Officer evidence that copies of all *SDS*'s (relating to all the chemicals and cleaning agents that are to be used in the performance of this contract) are available to their employees. During the course of the contract, *SDS*'s for newly acquired products, not identified at Award, shall also be made available. Within two days, the Contractor shall provide to the Contracting Agency copies of any requested *SDS*. **The Contractor shall maintain a file of Safety Data Sheets in a standard three ring binder which shall be located in the janitors closet in each building.**

SC12. WORK SCHEDULE: As a condition of contract Award the Contractor shall provide to the Contracting Officer a written detailed work schedule listing: (1) the anticipated performance dates of all scheduled Work under the contract,(2) a written detailed schedule of the number of person hours to complete each task as outlined in the Project Requirements,(3) for all services a written detailed schedule showing anticipated time that work will commence and finish in the building, the names and social security numbers of people that will be working in the building, and the material costs. Updated schedules shall be provided to the agency upon request or in the event that dates or personnel change from those originally shown. In addition, the Contracting Officer shall be notified **48** hours in advance of performing any non-routine Work.

SC13. WORK HOURS: Unless stipulated elsewhere in these Contract Documents, janitorial services will be performed Sunday through Thursday nights after normal state office hours. Normal state office hours are **7:00 AM to 5:30 PM.**

SC14. INSPECTION OF WORK/DEFICIENT WORK: The Contractor or the Contractor's designee shall upon notification by the Contracting Agency be present at a designated location to conduct an inspection with the agency's representative. Such inspection to occur on the day of notification and between the hours of 8:00 AM and 9:00 AM. Required corrections resulting from deficient Work, shall be accomplished immediately after the inspection or between the hours of 9:00 AM and 11:00 AM or, at the sole discretion of the Contracting Agency, at 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 Contracting Agency may either hire another janitorial firm or assign State personnel to correct the deficiency and deduct that cost from the next payment due under the contract or invoke the penalty clause, at the State's sole discretion.

The Resident Manager will daily check for and respond to Janitorial Deficiency Notices they will be E-Mailed and/or faxed to the Contractor.

PENALTY CLAUSE: For failure to respond to a Janitorial Deficiency Notice

1. 1/15 of the monthly billing amount will be deducted from the Contractors payment, if in the opinion of the Project Manager a Janitorial Deficiency needs to be corrected that work day and it is not done by 11:00 AM. The

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Project Manager will contact the Contractor's Supervisor by 9:00 AM to inform them of the Deficiency. In case of conflict the Project Managers decision will be final.

2. 1/30 of the monthly billing amount will be deducted from the Contractors payment, if a Janitorial Deficiency Notice that was E-mailed and/or faxed is not corrected by the following morning. In case of conflict the Project Managers decision will be final.

3. 1/15 of the monthly snow removal billing amount will be deducted from the Contractors payment, if in the opinion of the Project Manager snow and ice removal was not performed.. The Project Manager will contact the Contractor's Supervisor by 9:00 AM to inform them of the Deficiency. In case of conflict the Project Managers decision will be final.

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 the next working shift 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.

SC15. BUILDING SECURITY: The Contractor will ensure that outside doors are kept locked at all times except when the building is normally open to the public. Interior building doors must remain locked except while work in the immediate area is in progress. All doors are to be locked when the contractor and his employees leave the building. Contractor shall turn off all lights and close and lock all windows at the end of each work period.

SC16. CONDUCT OF THE WORK: All services shall be performed during the frequency schedules prescribed in this contract. Work shall be completed without interfering with the proper performance of State business or work being done by other contractor's. The contractor shall prevent his employees from disturbing material on desks, opening drawers or cabinets, or using telephones and other office machines or electronic devices provided for official State use. If removed for cleaning convenience, furniture and wastebaskets will be replaced in their original locations. *Work must be performed in accordance with current OSHA and ENVIRONMENTAL statutes and regulations.*

SC17. AREA INCLUDED IN THE CONTRACT: To include but not limited to all offices, foyers, hallways, entryway and doors, windows, stairways, closets, conference rooms, hearing rooms, libraries, restrooms, break rooms, coffee rooms, elevator cabs, sidewalks, parking areas, storage areas, and interior windows or partitions as applicable to this contract.

SC18. AREA EXCLUDED FROM THE CONTRACT: Rooms specifically excluded by the State due to special requirements.

SC19. WORK AREA INCREASE OR DECREASE: The Contracting Officer reserves the right to increase or decrease the Work area within the Project. The price per square foot of an increase or decrease shall be equal to

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the current contractual price per square foot. By signing the contract the Contractor indicates their agreement with this provision.

SC20. SECURITY CLEARANCE: Prior to commencing work under this contract, The State of Alaska requires the Contractor and any principals, officers, or employees who will work on State premises provide and pay for a State of Alaska, Department of Public Safety Criminal History Report.

Each background check will be individually reviewed by the State with sensitivity to: location of work to be performed, occupant(s) in the facility, scope of work and State security interest.

Acceptance or denial of the individual is at the sole discretion of the State. The decision is final. Due to security and confidentiality requirements the reason why any individual is denied will not be divulged. Background checks shall remain confidential.

The Contractor during the term of the Contract shall notify the regional Project Manager of any employee actions, arrests, judgments, or criminal activities that could affect the initial acceptance determination. This notification must be made within 7 days of the Contractor's awareness of the condition. If the Contractor fails to comply with this paragraph, the State of Alaska may terminate the contract.

If there is a change in personnel the above information shall be supplied to the State at least 72 hours prior to the person performing work on site.

The State of Alaska may require picture identification cards. If required all people who will be working on the premises shall wear a picture ID CARD. All costs involved with obtaining security clearances, and picture ID cards will be borne by the successful bidder.

Peger Janitorial Bid Schedule

Bidders Note: Before preparing this Bid Schedule, read carefully the Project Documents. This contract includes janitorial services at the following locations:
DOT & PF Peger Road Complex

Optional Services

The State reserves the right to purchase or not to purchase the services in Items 2, 3, 4, and AA1 at its sole discretion. If these services are purchased, they might be fewer than the times specified in the Project Requirements. The State will notify the contractor each time it wants these services to be performed. The contractor shall not provide these services unless specifically asked to do so by the DOT & PF Project Manager

Basic Bid

Item 1: Monthly Price for Work in the Project Requirements Sections:

- A. Daily Services
- B. Weekly Services
- C. Monthly Services
- G. As Needed Services

\$ _____ x 12 Months = \$ _____ Yearly Price (1)

Item 2: Price for work in the Project Requirements Section:

- D. Quarterly Services

4 times per
\$ _____ x year = \$ _____ Yearly Price (2)

Item 3: Price for work in the Project Requirements Section:

- E. Semi-Annual Services

2 times per
\$ _____ x year = \$ _____ Yearly Price (3)

Peger Janitorial Bid Schedule

Item 4: Price for work in the Project Requirements Section:
F. Annual Services

time per
\$ _____ x year = \$ _____ Yearly Price (4)

Additive

Alternate No. 1 Price for work in the Project Requirements Section:
M. Daily Services Additive Alternate No. 1 (AA1)

30 times per
\$ _____ x year = \$ _____ Yearly Price (AA1)

The quantities and prices listed will be used strictly to determine the apparent low bid. The State does not guarantee the amount of services that will be purchased during the contract period.

Enter the cost per hour for additional scheduled cleaning services in the event they are needed. This will be used on an as needed basis only. \$ _____

Company Name: _____

Contact Person: _____

Phone Number: _____

Fax Number: _____

Email Address: _____



ALASKA BIDDER PREFERENCE CERTIFICATION

AS 36.30.321(A) / AS 36.30.990(2)

BUSINESS NAME:

Alaska Bidder Preference: Do you believe that your firm qualifies for the Alaska Bidder Preference?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Alaska Veteran Preference: Do you believe that your firm qualifies for the Alaska Veteran Preference?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Please list any additional Alaska Preferences below that you believe your firm qualifies for.					
1.	2.	3.	4.	5.	6.

To qualify for and claim the Alaska Bidder Preference you must answer **YES** to all questions below in the Alaska Bidder Preference Questions section. To qualify for and claim the Alaska Veteran Preference, you must answer **YES** to these questions as well as answer **YES** to all the questions in the Alaska Veteran Preference section. A signed copy of this form must be included with your bid or proposal no later than the deadline set for receipt of bids or proposals.

If you are submitting a bid or proposal as a **JOINT VENTURE**, all members of the joint venture must complete and submit this form before the deadline set for receipt of bids or proposals. [AS 36.30.990\(2\)\(E\)](#)

If the procuring agency is unable to verify a response, the preference may not be applied. Knowingly or intentionally making false or misleading statements on this form, whether it succeeds in deceiving or misleading, constitutes misrepresentation per [AS 36.30.687](#) and may result in criminal penalties.

Alaska Bidder Preference Questions:

1) Does your business hold a current Alaska business license per [AS 36.30.990\(2\)\(A\)](#)?

YES NO

If YES, enter your current **Alaska business license number**:

2) Is your business submitting a bid or proposal under the name appearing on the Alaska business license noted in **Question 1** per [AS 36.30.990\(2\)\(B\)](#)?

YES NO

3) Has your business maintained a **place of business** within the state **staffed by the bidder or offeror** or an employee of the bidder or offeror for a period of six months immediately preceding the date of the bid or proposal per [AS 36.30.990\(2\)\(C\)](#)?

YES NO

If YES, please complete the following information:

A. **Place of Business**

Street Address:

City:

ZIP:

“Place of business” is defined as a location at which normal business activities are conducted, services are rendered, or goods are made, stored, or processed; a post office box, mail drop, telephone, or answering service does not, by itself, constitute a place of business per [2 AAC 12.990\(b\)\(3\)](#).

Do you certify that the **Place of Business** described in **Question 3A** meets this definition?

YES NO

B. The bidder or offeror, or at least one employee of the bidder or offeror, must be a resident of the state under [AS 16.05.415\(a\)](#) per [2 AAC 12.990\(b\)\(7\)](#).

1) Do you certify that the bidder or offeror OR at least one employee of the bidder or offeror is physically present in the state with the intent to remain in Alaska indefinitely and to make a home in the state per [AS 16.05.415\(a\)\(1\)](#)?

YES NO

2) Do you certify that the resident(s) used to meet this requirement has maintained their domicile in Alaska for the 12 consecutive months immediately preceding the deadline set for receipt of bids or proposals per [AS 16.05.415\(a\)\(2\)](#)?

YES NO

3) Do you certify that the resident(s) used to meet this requirement is claiming residency ONLY in the state of Alaska per [AS 16.05.415\(a\)\(3\)](#)?

YES NO

4) Do you certify that the resident(s) used to meet this requirement is NOT obtaining benefits under a claim of residency in another state, territory, or country per [AS 16.05.415\(a\)\(4\)](#)?

YES NO

4) Per [AS 36.30.990\(2\)\(D\)](#), is your business (**CHOOSE ONE**):

A. **Incorporated or qualified to do business under the laws of the state?**

YES NO

If YES, enter your current **Alaska corporate entity number**:

B. **A sole proprietorship** AND the proprietor is a resident of the state?

YES NO

C. **A limited liability company** organized under AS 10.50 **AND** all members are residents of the state?

YES NO

Please identify each member by name:

D. **A partnership** under former AS 32.05, AS 32.06, or AS 32.11 **AND** all partners are residents of the state?

YES NO

Please identify each partner by name:

Alaska Veteran Preference Questions:

1) Per [AS 36.30.321\(F\)](#), is your business (**CHOOSE ONE**):

A. **A sole proprietorship** owned by an Alaska veteran?

YES NO

- B. A **partnership** under AS 32.06 or AS 32.11 **AND** a majority of the partners are Alaska veterans?
 YES NO
- C. A **limited liability company** organized under AS 10.50 **AND** a majority of the members are Alaska veterans?
 YES NO
- D. A **corporation** that is wholly owned by individuals, **AND** a majority of the individuals are Alaska veterans?
 YES NO

Per [AS 36.30.321\(F\)\(3\)](#) "Alaska veteran" is defined as an individual who:

- (A) Served in the
- (i) Armed forces of the United States, including a reserve unity of the United States armed forces; or
 - (ii) Alaska Territorial Guard, the Alaska Army National Guard, the Alaska Air Nations Guard, or the Alaska Naval Militia; and
- (B) Was separated from service under a condition that was not dishonorable.

Do you certify that the individual(s) indicated in **Question 1A, 1B, 1C, or 1D** meet this definition and can provide documentation of their service and discharge if necessary?

- YES NO

SIGNATURE

By signature below, I certify under penalty of law that I am an authorized representative of and all information on this form is true and correct to the best of my knowledge.

Printed Name _____

Title _____

Date _____

Signature _____

Fairbanks DOT&PF Peger Complex Janitorial Contract Information**5/17/2022**

Building	Average Number People Working in Building	Approximate Square Feet of Area Requiring Cleaning	Sinks	Toilets	Urinals	Showers
Administration	85	20,716	10	10	4	0
Supply	18	3,558	2	3	1	0
Engineering Services	22	7,487	3	4	1	0
State Equipment Fleet	37	10,300	6	6	2	0
Warm Storage	36	1,741	4	3	2	2
Maintenance	50	8,293	6	4	2	1
Materials	16	3,384	4	3	1	1

PEGER ROAD COMPLEX SNOW REMOVAL

GRADER
WARM
STORAGE
BLDG

MULE
BARN

SNOW REMOVAL AREA

TRUCK
WASH

LVWS
BLDG

PUMP
BLDG

WS
BLDG

SEF
BLDG

6

DAVIS ROAD

MAINT
BLDG 5

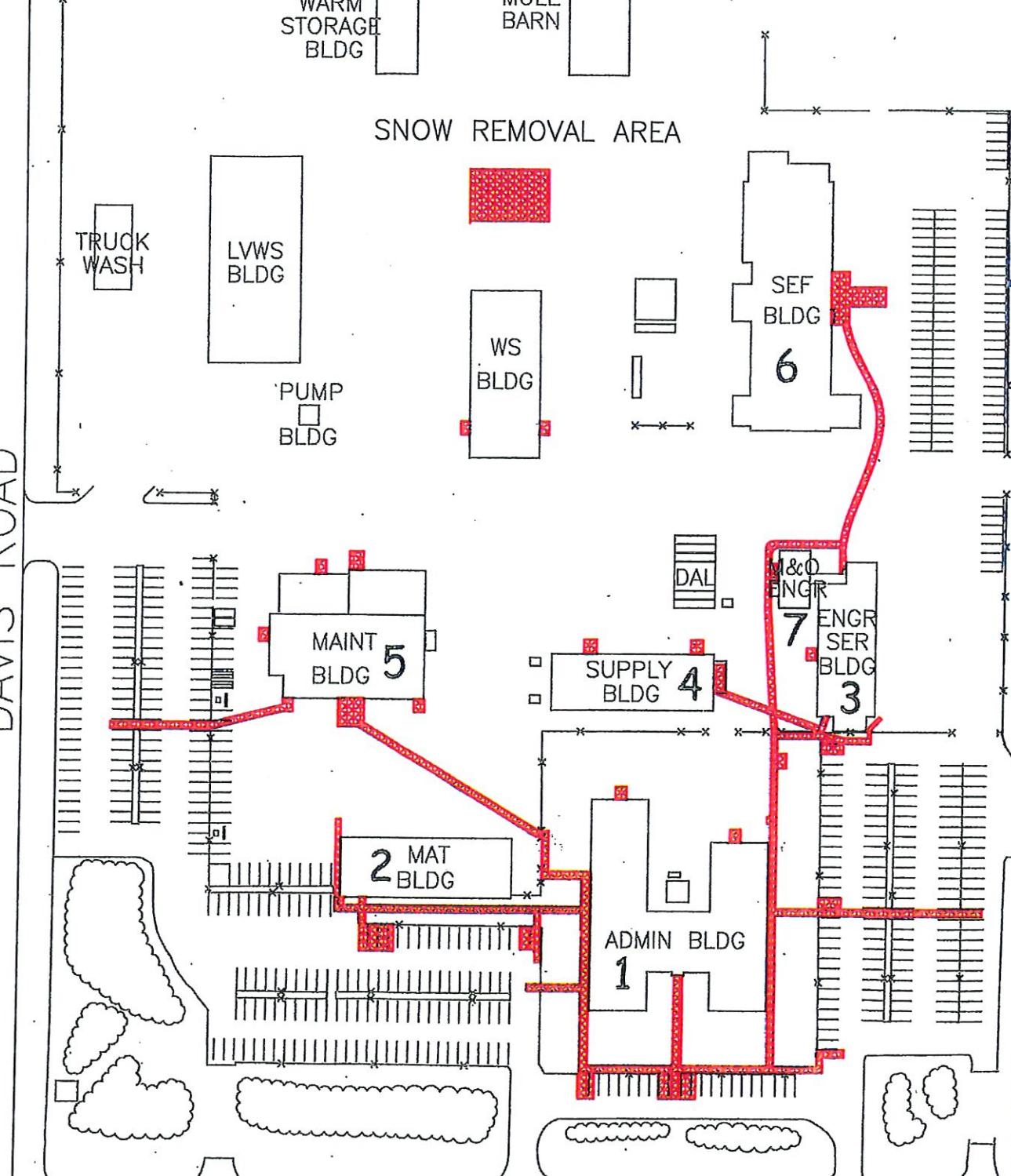
SUPPLY
BLDG 4

M&O
ENGR
7
ENGR
SER
BLDG
3

ADMIN BLDG
1

2 MAT
BLDG

PEGER ROAD
DRAWING NOT TO SCALE



WALKOFF MATS: 9

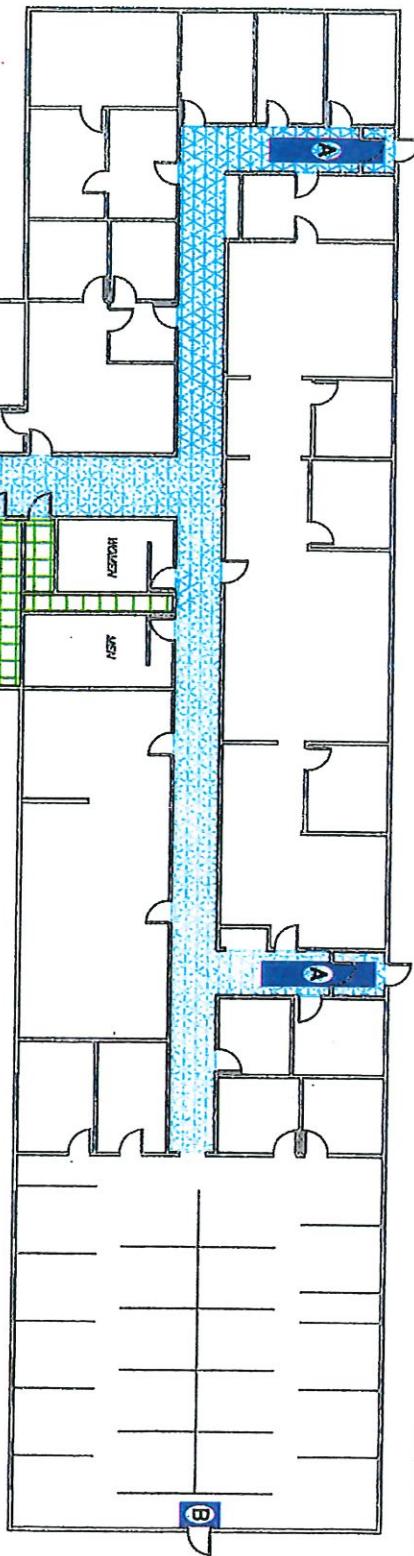
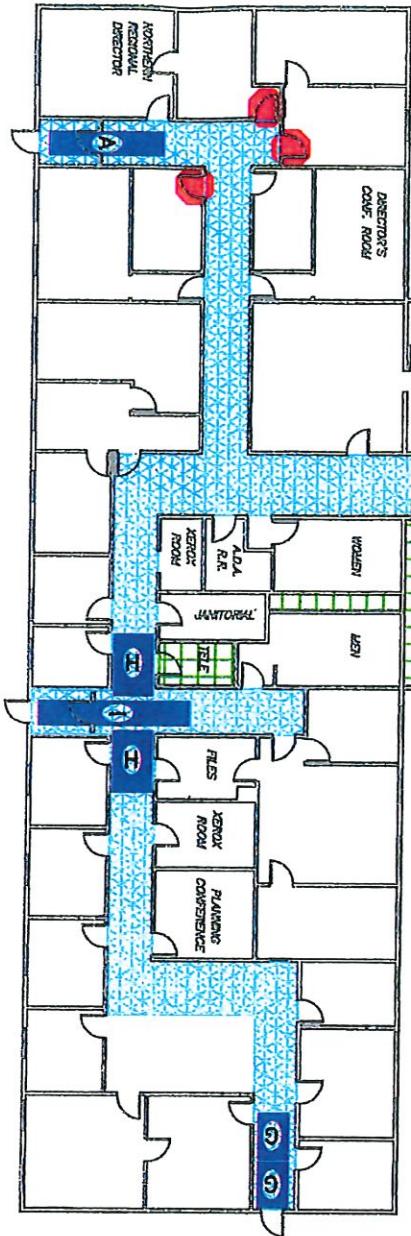
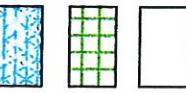
- A- 3'X15'
- B- 3'X5'
- C- 4'X8'
- D- 4'X6'
- E- 5'X8'
- F- 3'X20'

ADMINISTRATION BUILDING

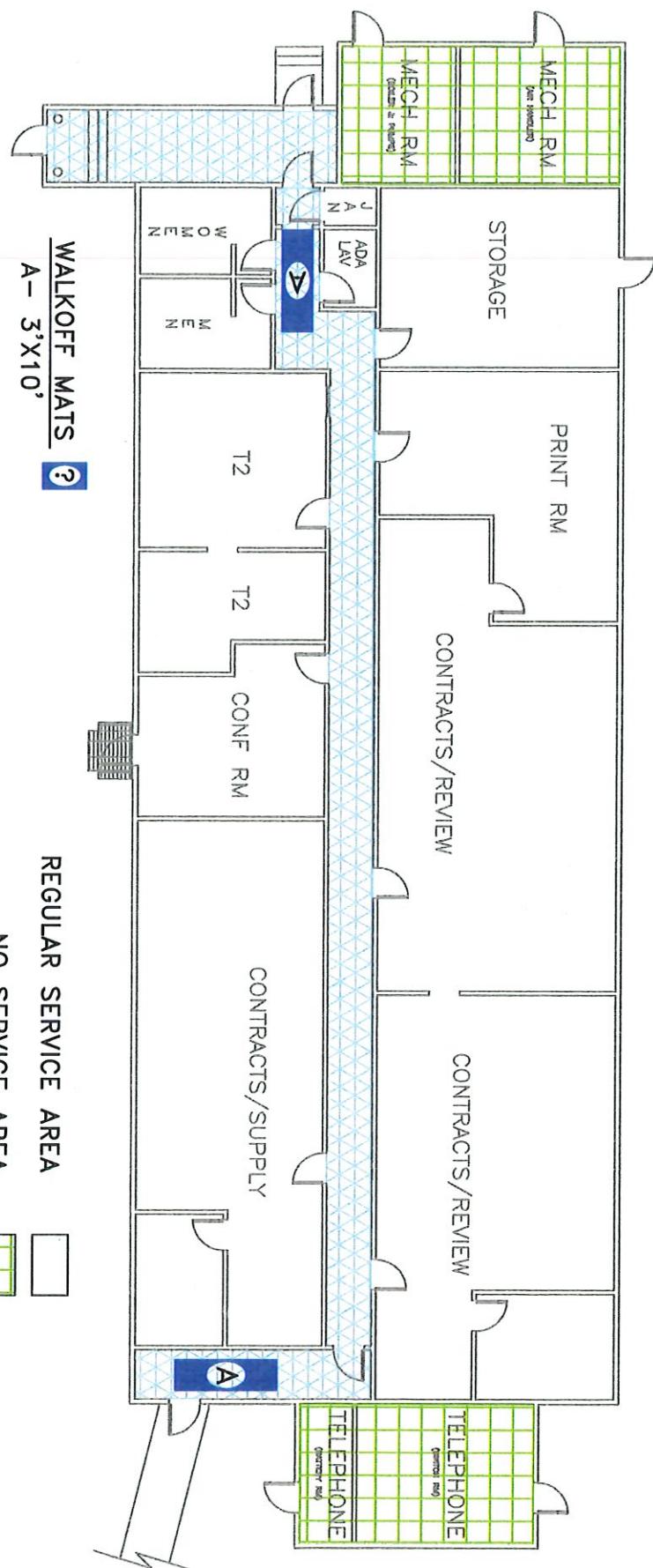
CLOSE & LOCK DOORS

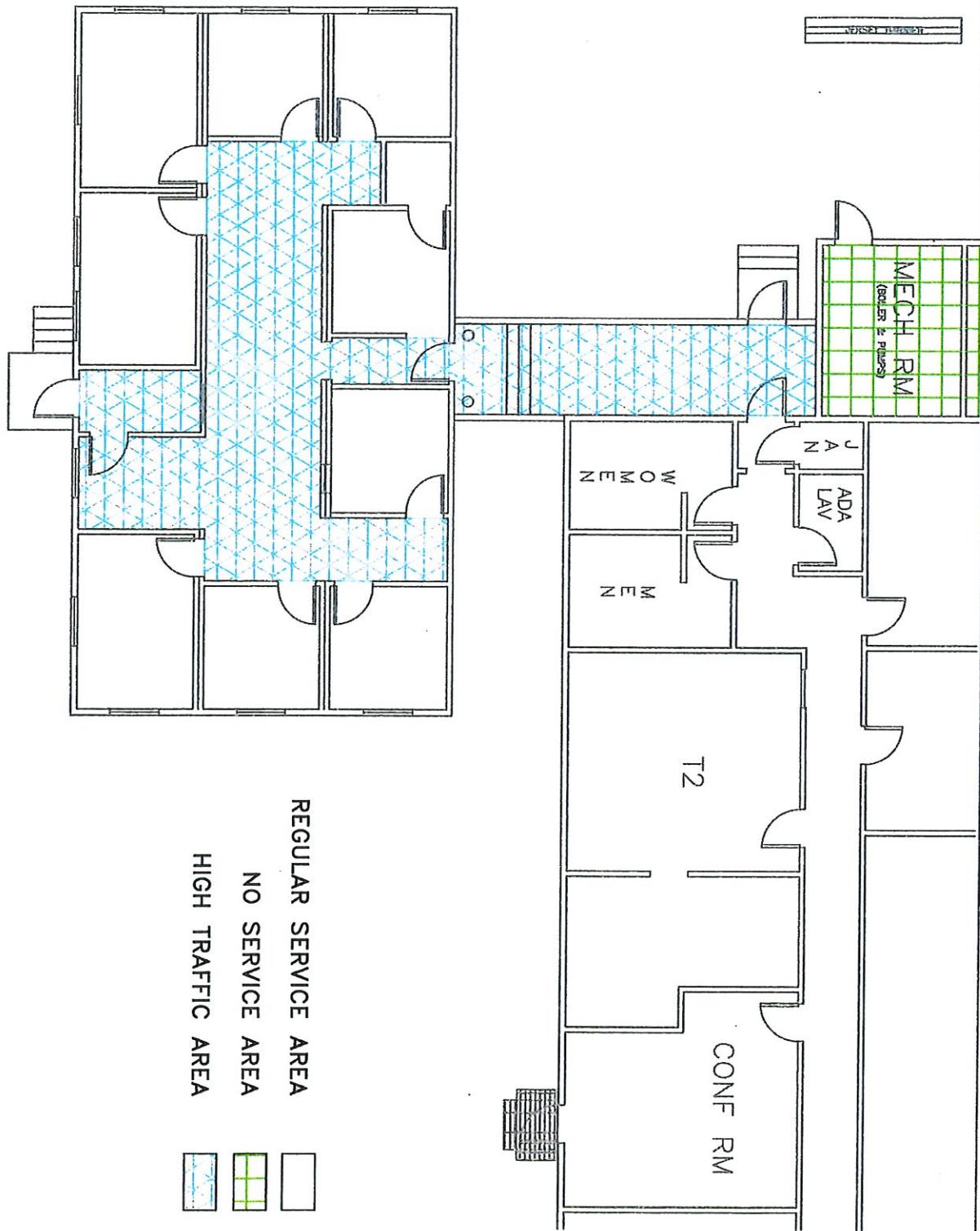


REGULAR SERVICE AREA
NO SERVICE AREA
HIGH TRAFFIC AREA

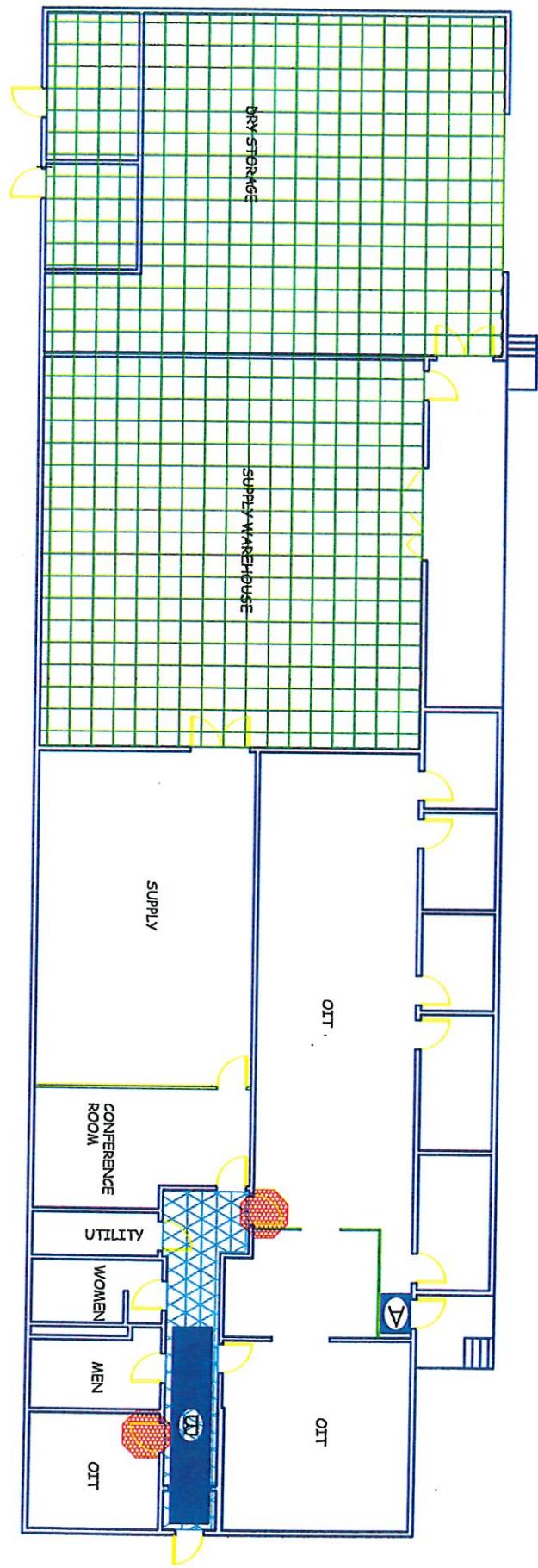


ENGINEERING SERVICES





S U T T R Y



WALKOFF MATS

A- 3'X5'
B- 4'X20'

CLOSE & LOCK DOORS

REGULAR SERVICE AREA

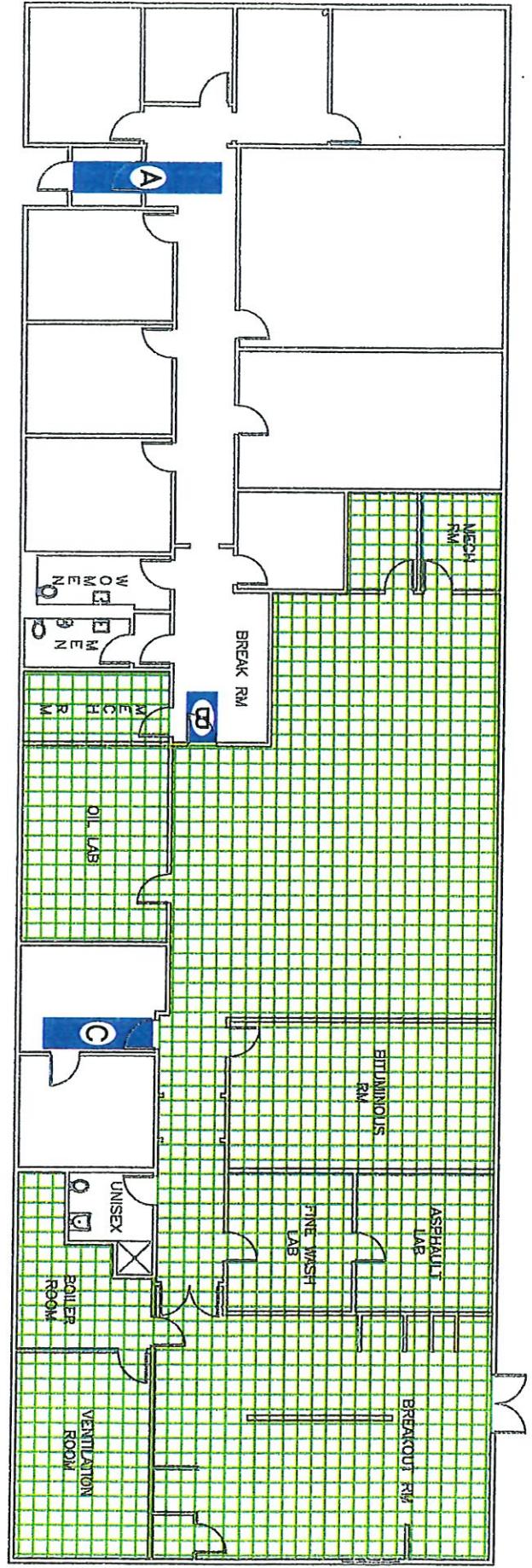
NO SERVICE AREA

HIGH TRAFFIC AREA

CLOSE & LOCK DOORS



MATERIALS BUILDING



WALKOFF MATS



A- 5'X15'
B- 3'X5'
C- 3'X11'

REGULAR SERVICE AREA



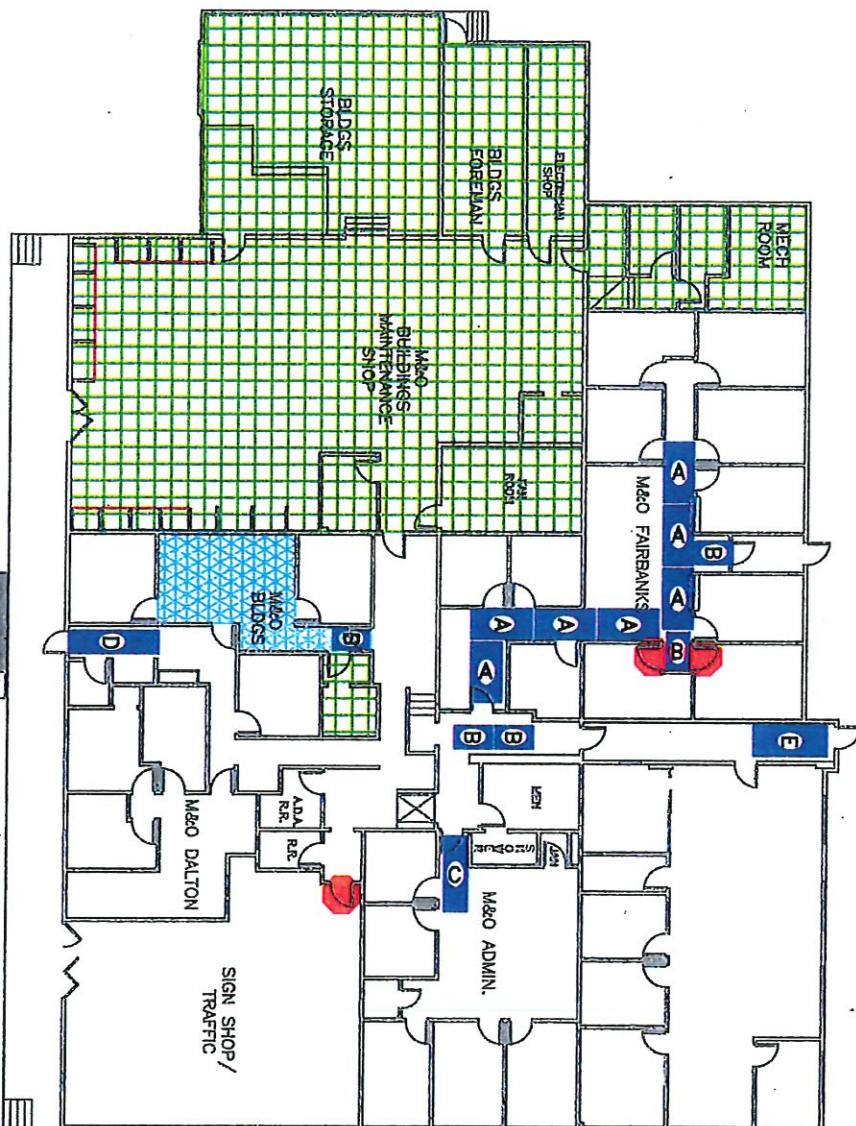
NO SERVICE AREA



HIGH TRAFFIC AREA



Maintenance Building



S.E.F. BUILDING

FIRST FLOOR

REGULAR SERVICE AREA

NO SERVICE AREA

HIGH TRAFFIC AREA

CLOSE & LOCK DOORS

LITERATUR SHOP

REBUILD SHOP

1

1

PARTS

100

WALKOFF MATS

- LKOFF MATS**

A-	3'X5'
B-	3'X12"
C-	4'X12"
D-	4'X18"
E-	4'X20"
F-	5'X12"

REGULAR SERVICE AREA



NO SERVICE AREA



HIGH TRAFFIC AREA

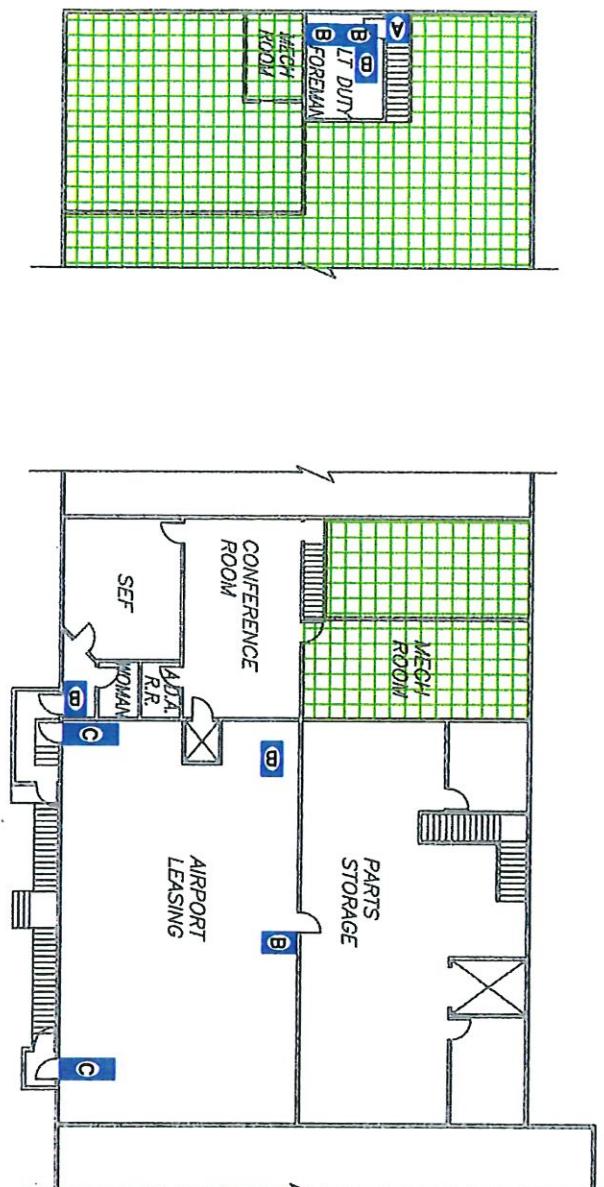


S.E.F. BUILDING

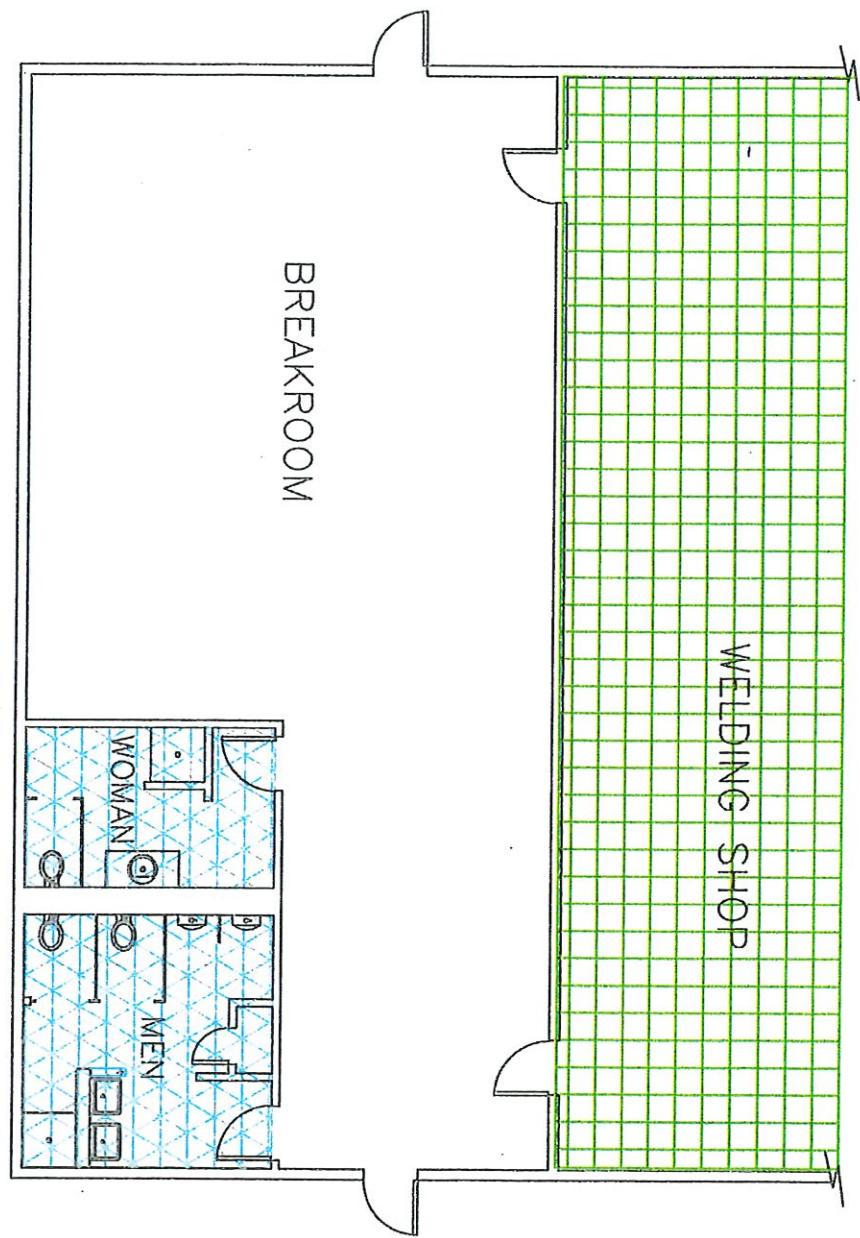
SECOND FLOOR

WALKOFF MATS

A- 3'X4'
B- 3'X5'
C- 3'X8'



WARM STORAGE BREAK ROOM



REGULAR SERVICE AREA

NO SERVICE AREA

HIGH TRAFFIC AREA

