

## **LOT #1 - Janitorial Services for Sheldon Jackson Museum and Stratton Library**

### **Building characteristics for Sheldon Jackson Museum:**

- Two (2) restrooms
- Zero (0) private enclosed offices
- Approximately 566.5 square feet of reception area
- Approximately 800 square feet of open or partial-height panel office area inclusive of conference room area
- Approximately 3400 square feet of exhibit space area

### **Building characteristics for Stratton Library:**

- Two (2) restrooms
- Zero (0) private enclosed offices. (This is subject to change)
- Approximately 10,000 square feet of flooring upstairs and downstairs including bathrooms, entrance, and open space

### **Specifications:**

**Cycle:** The contractor will be required to perform the below listed services every seven (7) calendar days, which will be referred to as a cycle.

**Contract Period:** Services will be performed commencing on July 1, 2022, through June 30, 2023 (12 cycles) with four optional one-year renewals.

**Contract Renewal(s):** Same renewal options will apply (see page 10 under “Contract Period”). Only the dates will be changed accordingly to reflect accurate workdays, depending on the year, for the months of April through October.

**Contractor’s Responsibilities:** The contractor will use their own equipment during this contract and/or any extension thereof. The contractor will furnish all labor, any materials, and fertilizers necessary to perform the outlined services.

**Payment:** Invoices can be submitted to the Alaska State Museums, 395 Whittier Street, Juneau, AK 99801, monthly to the Project Director or through the State of Alaska vendor [self-service portal Information for Vendors](#). Payment will be made monthly after the work has been inspected and approved by a museum staff member.

**Method Of Award For Lot #1:** Award will be made to the lowest responsive and responsible bidder based on the total cost. This lot may or may not be awarded. NOTE: This lot may be awarded separately from Lot #2 and Lot #3 depending on the outcome of the bid process. It is not a requirement that a vendor bid on Lot #2 or Lot #3 to bid on Lot #1 or vice versa.

**LOT #1 - ITEM A – Janitorial Services at the Sheldon Jackson Museum**

\$ \_\_\_\_\_ Supply costs per month during summer season  
\$ \_\_\_\_\_ Equipment costs per month during summer season  
\$ \_\_\_\_\_ Supply costs per month during winter season (service 3x/week)  
\$ \_\_\_\_\_ Equipment costs per month during winter season (service 3x/week)  
(Include this cost in MONTHLY BID PRICE FOR ITEM A section below)

**Daily Services:** To be performed between 8:00 AM and 9:00 AM (except on Wednesdays during Summers, work begins at 7:30 AM) during the summer-Sunday through Saturday and between 8:00 AM and 10:00 AM during the Winter-Tuesday through Saturday.

- Empty and wipe clean all wastebaskets, including in foyer area.
- Secure trash in plastic garbage bags and dispose of garbage bags in a designated on-site city furnished container. After disposal, the contractor must close and secure the container lids and/or doors. This includes trash from outside the foyer area.
- Clean all mirrors and interior glass. Leave all interior glass in a clean and streak-free condition. This also includes the foyer area, and plexiglass, e.g., exhibit cases. Note: Ammonia-based cleaners may **not** be used on plexiglass surfaces.
- Vacuum all carpeted floors.
- Clean spots from all carpeted floors with carpet shampoo.
- Mop all tiled floors with liquid detergent and water, rinse tiled floors with clean water then mop tiled floors dry.
- Dust all flat surfaces, inclusive of heater cabinet, coat rack in foyer, and gift shop cabinetry located in foyer.
- Clean all dirt and smudge marks from walls and fixtures.
- Clean all drinking fountains and bathroom fixtures with a liquid disinfectant.
- Maintain all bathroom fixtures and drinking fountains in a clean, sanitary, and germ-free condition.
- The state will furnish dispensers for all paper, toilet-seat cover, soap, and other required dispensers.
- Fill all paper, toilet-seat cover, soap, and other dispensers with products of proper size and type.
- Maintain all paper, toilet-seat cover, baby changing table, soap, and other dispensers in a clean and usable condition.
- Maintain air vent grills in a dust and lint-free condition.
- Maintain all entry mats in a clean, dirt-free, and functional condition.
- Capture any live insects in the exhibit area and show them to curator immediately.

Bidder's note: The State estimates it will take at least 56 hours per month in the summer season and 40 hours per month in the winter season to perform the tasks set out in Item A above.

Summer season	\$ _____	X 6 MONTHS =	\$ _____
Winter season	\$ _____	X 6 MONTHS =	\$ _____

MONTHLY BID PRICE FOR ITEM A

ANNUAL BID PRICE FOR ITEM A

**LOT #1 - ITEM B – Janitorial Services at the Sheldon Jackson Museum**

**As Required Services:** To be performed daily between 8:00 AM and 9:00 AM, in the Summer-Sunday through Saturday, and 8:00 AM and 9:00 AM in the Winter-Tuesday through Saturday.

- Replace plastic wastebasket liners in office, break room, foyers, and exterior front entry. This is required at daily or whenever the plastic wastebasket liner is torn or soiled.

The contractor will maintain daily contact with the museum staff contact person. No brooms or dust mops of any kind will be used inside the museum.

**Bidder's note:** The State estimates it will take at least ½ man-hour per month to perform the tasks set out in Item B above.

\$ \_\_\_\_\_ X 12 MONTHS = \$ \_\_\_\_\_

MONTHLY BID PRICE FOR ITEM B

ANNUAL BID PRICE FOR ITEM B

**LOT #1 - ITEM C – Janitorial Services at the Sheldon Jackson Museum**

**Daily Services:** To be performed between 7:30 AM and 9:00 AM (Summer-Sunday through Saturday) and between 8:00 AM and 9:00 AM (Winter-Tuesday through Saturday). Payment will be made monthly after the work has been inspected and approved by a museum staff member.

- Maintain all exterior walkways, loading areas, covered and/or open parking areas, and the grounds around the building perimeters in a dust, litter, snow and ice-free condition at the Sheldon Jackson Museum and the Stratton building. The contractor will provide de-icing granules for use in maintaining walkways.
- During the winter months it may be necessary that accumulated snow be removed from the museum and Stratton building property. The removal and disposal of this snow will be the responsibility of the contractor.
- Clean the front stairs at the old entrance to the museum as needed. The stairs need to be swept periodically and scrubbed where dirt accumulates on the front of the individual steps.
- Clean eaves around the outside of the building and keep in a spider web free condition.
- Keep rain gutters over entryway free of debris.

**Bidder's note:** The State estimates it will take at least 15 man-hours per month to perform the tasks set out in Item C above.

\$ \_\_\_\_\_ X 12 MONTHS = \$ \_\_\_\_\_

MONTHLY BID PRICE FOR ITEM C

ANNUAL BID PRICE FOR ITEM C

**LOT #1 - ITEM D - Janitorial Services at the Sheldon Jackson Museum**

**Scheduled Services:** These services are required twice each year on a date and time set by a museum staff member or the contracting officer. Payment will be made after the service is performed and the work has been inspected and approved by a museum staff member

- Shampoo all carpets, ensuring that all carpeting is completely dry prior to the beginning of the museum's normal business hours.

**Bidder's note:** The State estimates it will take at least 2 man-hours to perform the tasks set out in Item D above.

\$ \_\_\_\_\_

X 2 =

\$ \_\_\_\_\_

BID PRICE FOR ITEM D

ANNUAL BID PRICE FOR ITEM D

**LOT #1 - ITEM E - Janitorial Services at the Sheldon Jackson Museum**

**Scheduled Services:** These services are required twice (or more if needed) each year on a date and time set by a museum staff member or the contracting officer. Payment will be made after the service is performed and the work has been inspected and approved by a museum staff member.

- Using a brush scrubber, scrub all tiled floors with detergent and water, rinse all tiled floors with clean water, mop all tiled floors dry, apply new wax to all tiled floors.

**Bidder's note:** The State estimates it will take at least 2 man-hours to perform the tasks set out in Item E above.

\$ \_\_\_\_\_

X 2 =

\$ \_\_\_\_\_

BID PRICE FOR ITEM E

ANNUAL BID PRICE FOR ITEM E

**LOT #1 - ITEM F - Janitorial Services at the Sheldon Jackson Museum**

**Scheduled Services:** These services are required approximately two times each year on a date and time set by a museum staff member or the contracting officer. Payment will be made each time the service is performed, and after the work has been inspected and approved by a museum staff member. A staff member is required to be on site to inspect for leakage.

- Wash the inside and outside of all exterior glass (windows, doors, walls, except for the skylights) and leave all exterior glass in a clean and streak-free condition.

**Bidder's note:** The State estimates it will take at least 8 man-hours, each time, to perform the tasks set out in Item G above.

\$ \_\_\_\_\_

X 2 =

\$ \_\_\_\_\_

BID PRICE FOR ITEM F

ANNUAL BID PRICE FOR ITEM F

**LOT #1 - ITEM G - Janitorial Services at the Stratton Library**

The contractor will be required to perform the below listed services once a month for four hours, which will be referred to as a cycle. These routine janitorial services will be performed at the minimum of once a month while the Stratton Library remains unoccupied. There may be one to four additional days per month depending on changes in building use.

- Clean and disinfect fixtures: toilets, urinals, sinks, faucets, handles; counters; stall walls and doors; entry doors and door handles; and all dispensers: toilet seat cover, toilet paper, paper towel, and soap dispensers.
- Clean Mirrors; Leave all interior glass in a clean and streak-free condition.
- Clean all dirt and smudge marks from walls and disinfect.
- Mop clean tile floors with liquid disinfectant cleaner and water, rinse floors with clean water then mop dry.
- Stock restroom toilet seat cover, toilet paper, paper towel, and soap dispensers with appropriate products as necessary.
- Empty wastebasket and feminine product disposal containers, clean, disinfect and replace liners.
- Dust flat surfaces.
- Clean and disinfect door handles; counters; drinking fountain; and other high touch surfaces.
- Clean glass on entry doors and windows as needed.
- Spot clean smudges and marks on walls, cabinets and furnishing as needed.
- Mop laminate floors.
- Vacuum carpeted floors.
- Maintain entry mats.
- Pick-up litter within the exterior perimeter of both properties.
- Empty wastebaskets.

COST PER CYCLE: \$ \_\_\_\_\_ X 27 CYCLES = \$ \_\_\_\_\_ TOTAL COSTS FOR ITEM G

**Bidder's note:** For award purposes the state estimates that there will be approximately 27 cycles per annual contract period.

### **LOT #1 - ITEM H – Semi-Annual and Annual Services at the Sheldon Jackson Museum and Stratton Library**

One to two times a year, normally before beginning of summer season and end of summer season, the contractor shall:

- Clean the lobby, gallery, and office carpet areas, using an encapsulation, water extracting carpet cleaning machine.
- The staff are responsible for moving wastebaskets, floor mats, and chairs up off the floor.
- Ensure the carpeting is completely dry prior to the beginning of the museum's normal business hours.'
- Annually service, scheduled for the week around April 15, and after last frost. If required a second cleaning in the fall after the tourist season has ended. The need and schedule for a second cleaning will be determined by the Contract Administrator in consultation with the Museum staff.
- The date and time must be scheduled annually with the Onsite Museum Contact and approved by the Contract Administrator.
- The state estimates 4 hours to perform this work.

### **Floor Cleaning at Sheldon Jackson Museum and Stratton Building**

Two times per year stripping and waxing restroom floors at Sheldon Jackson Museum and annual stripping and waxing restroom floors at the Stratton Building:

- Using a brush scrubber, scrub restroom tiled floors with detergent and water
- Rinse with clean water and mop floors dry
- Apply 2 to 3 layers of new wax to floors and buff to shine.
- Annually service, scheduled for the week around April 15, and after last frost. If required a second cleaning in the fall after the tourist season has ended. The need and schedule for a second cleaning will be determined by the Contract Administrator in consultation with the Museum staff.
- The state estimates 6 hours to complete stripping, cleaning, and waxing the restroom floors.

### **Window Washing at Sheldon Jackson Museum**

Wash glass and leave in a clean and streak-free condition as follows:

- Wash the outside of all exterior windows of the exhibit area (octagon Sheldon Jackson Museum building). This does not include the cupola windows.
- Wash the inside and outside of all windows and doors in the Annex (office and reception area space) of the Sheldon Jackson Museum. This does NOT include window cleaning at the Stratton Library.
- A museum employee should be onsite to inspect for leakage.

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- These services are required approximately one time each year on a date and time set by a museum staff member or the contracting officer.
- The state estimate it will take 3 hours to perform this work.

**Sheldon Jackson Museum**

- Entry walkways on either side of flagpole bed.
- Sidewalk in front of the museum from the SJM parking area along College Drive to Lincoln Street.
- SJM loading zone by the annex back door.
- Cement landscape block retaining wall for the garden area against the SJM annex-office.
- The steps and landing of the old entrance.

**Stratton Library**

- The loading dock on the Stratton to remove moss.
- The front entry, walkway, and steps to the Stratton main entry.
- The back wooden ramp and paved path leading to the second floor of the Stratton building.
- The contractor shall coordinate a time with the Onsite Museum Contact to complete this task in the spring. Payment will be made after the work has been inspected and approved by the Onsite Museum Contact.
- The state estimates 4 hours to complete this work.

COST PER CYCLE: \$ \_\_\_\_\_ X 2 CYCLES = \$ \_\_\_\_\_ TOTAL COSTS FOR ITEM H

**Bidder's note:** For award purposes the state estimates that there will be approximately 2 cycles per annual contract period.

**LOT #1 - ITEM I – Additional Services at the Sheldon Jackson Museum and Stratton Library**

The contractor will provide an hourly rate for janitorial cleaning that may be needed in conjunction with a special event and emergency incidences that occurs outside the janitor's normal cleaning hours.

- The Onsite Museum Contact will request this cleaning as needed for planned and unplanned incidences. The state estimates that this service is needed less than 4 times annually and may not be needed at all during the contract period.
- The state estimates the 45 minutes per instance to complete the service.

COST PER CYCLE: \$ \_\_\_\_\_ X 2 CYCLES = \$ \_\_\_\_\_ TOTAL COSTS FOR ITEM I

**Bidder's note:** For award purposes the state estimates that there will be approximately 2 cycles per annual contract period.

**LOT #1 - Bid Schedule - Janitorial Services at the Sheldon Jackson Museum:**

Enter your annual bid price for each of the ITEMS listed in Lot 1. You must enter a bid price for each individual ITEM. If you fail to make an entry for each individual ITEM, it may cause your bid to be rejected as nonresponsive.

OPTIONAL SERVICES: The state reserves the right to purchase or not to purchase the services in Items D through F, at its sole discretion. The services set out in those items may or may not be purchased. If these services are purchased, they may be purchased fewer than four times each year. The state will notify the contractor each time it requires these services to be performed. The contractor is not to provide these services unless specifically asked to do so by a museum staff member or the contracting officer.

ANNUAL BID PRICE FOR ITEM A	\$	_____
ANNUAL BID PRICE FOR ITEM B	\$	_____
ANNUAL BID PRICE FOR ITEM C	\$	_____
ANNUAL BID PRICE FOR ITEM D	\$	_____
ANNUAL BID PRICE FOR ITEM E	\$	_____
ANNUAL BID PRICE FOR ITEM F	\$	_____
ANNUAL BID PRICE FOR ITEM G	\$	_____
ANNUAL BID PRICE FOR ITEM H	\$	_____
ANNUAL BID PRICE FOR ITEM I	\$	_____
<b>TOTAL BID PRICE FOR ALL ITEMS IN LOT 1</b>	<b>\$</b>	<b>_____</b>

Enter the cost per hour for additional cleaning services in the event they are needed. The state does not guarantee a minimum use for these additional services. They will be on an as-needed basis only and are not part of the evaluation process.

\$\_\_\_\_\_ Per Hour

NAME OF FIRM:\_\_\_\_\_

MAILING ADDRESS:\_\_\_\_\_

LOCATION ADDRESS:\_\_\_\_\_

BUSINESS TELEPHONE #:\_\_\_\_\_



## **Lot #2 – LAWN CARE SERVICES**

Lawn care, flower beds and related services at the Sheldon Jackson Museum and the building referred to as “the Stratton,” 104 College Drive and 831 Lincoln Sitka, Alaska

### **Lot #2 Specifications - Lawn Care Services:**

The contractor will be required to perform the below listed services every seven (7) calendar days, which will be referred to as a cycle.

**Contract Period:** Services will be performed between April 1 and October 15 commencing on July 1, 2022, through June 30, 2023 (12 cycles) with four optional one-year renewals.

**Contract Renewal(s):** Same renewal options will apply (see page 10 under “CONTRACT PERIOD”). Only the dates will be changed accordingly to reflect accurate workdays, depending on the year, for the months of April through October.

**Contractor’s Responsibilities:** The contractor will use their own equipment during this contract and/or any extension thereof. The contractor will furnish all labor, any materials, and fertilizers necessary to perform the outlined services.

**Payment:** An invoice for payment may be submitted to the Alaska State Museums, 395 Whittier Street, Juneau, AK 99801, monthly or through IRIS Vendor Self Service.

**Method Of Award For Lot #2:** Award will be made to the lowest responsive and responsible bidder based on the total cost. This lot may or may not be awarded. NOTE: This lot may be awarded separately from Lot #1 or Lot #3 depending on the outcome of the bid process. It is not a requirement that a vendor bid on Lot #1 or Lot #3 to bid on Lot #2 or vice versa.

### **LOT #2 - Lawn Care Services**

- Pick and rake all rocks and debris from the lawn before mowing.
- Mow the lawn and dispose of clippings in the on-site provided container.
- Trim the grass and weeds along the building and sidewalks. Dispose of clippings in the on-site provided container.
- Weed the lawn and flowerbeds in front of the museum. Dispose of weeds, etc. away from the premises, not in the on-site provided container.
- Prune all undergrowth (e.g., bushes) behind the museum as needed. Dispose of clippings, etc. away from the premises, not in the on-site provided container.
- Fertilize the lawn as recommended by gardening experts and the fertilizer product manufacturer. This is usually done every four to six weeks.

**Lot #2 Bid Schedule – Lawn Care Services:**

COST PER CYCLE: \$\_\_\_\_\_ X 27 CYCLES = \$\_\_\_\_\_ TOTAL COSTS FOR ITEM A

NOTE: For award purposes the state estimates that there will be approximately 27 cycles per annual contract period.

NAME OF FIRM:\_\_\_\_\_

MAILING ADDRESS:\_\_\_\_\_

LOCATION ADDRESS:\_\_\_\_\_

BUSINESS TELEPHONE #:\_\_\_\_\_

**Lot #3 – SEASONAL SNOW PLOWING AND DE-ICING**

Snow plowing, de-icing, and related services at the Sheldon Jackson Museum and the Stratton Library, referred to as “the Stratton,” 104 College Drive and 831 Lincoln Sitka, Alaska

**Lot #3 Specifications – De-icing, shoveling, and snow plowing:**

The contractor will be required to perform the below listed services every seven (7) calendar days, which will be referred to as a cycle.

**Contract Period:** Services will be performed between April 1 and October 15 commencing on July 1, 2022, through June 30, 2023 (12 cycles) with four optional one-year renewals.

**Contract Renewal(s):** Same renewal options will apply (see page 10 under “CONTRACT PERIOD”). Only the dates will be changed accordingly to reflect accurate workdays, depending on the year, for the months of April through October.

**Contractor’s Responsibilities:** The contractor will use their own equipment during this contract and/or any extension thereof. The contractor will furnish all labor, any materials, and fertilizers necessary to perform the outlined services.

**Payment:** An invoice for payment may be submitted to the Alaska State Museums, 395 Whittier Street, Juneau, AK 99801, monthly or through IRIS Vendor Self Service.

**Method Of Award For Lot #3:** Award will be made to the lowest responsive and responsible bidder based on the total cost. This lot may or may not be awarded. NOTE: This lot may be awarded separately from Lot #1 or Lot #3 depending on the outcome of the bid process. It is not a requirement that a vendor bid on Lot #1 or Lot #3 to bid on Lot #2 or vice versa.

**LOT #3 - DE-ICING, SHOVELING, AND SNOW PLOWING at the Sheldon Jackson Museum and Stratton Library.**

During months with freezing conditions and/or snow, the contractor shall:

- Shovel, blow or plow snow, and de-ice the exterior walkways, loading areas, and/or open parking areas as needed to maintain safely cleared and ice-free conditions at the Sheldon Jackson Museum and Stratton Library. This includes the sidewalk on the LAM property located along College Drive.
- Use sand or ice-melt to prevent slipping hazards.
- Move snow 4-feet away from the entry doors.
- Pile snow on the sides of walkways or parking areas if it does not encroach on the walkways or parking spaces.
- Shall not blow snow onto the building.
- Maintain a 5-gallon bucket of de-icing granules on site that museum staff may use as need to assist with walkway de-icing.

Shoveling, de-icing, and snow plowing shall be completed as follows:

- Prior to staff arrival at 8 a.m., shovel/plow snow, and de-ice so the walkways and parking areas are clear of snow and ice as needed.
- Prior to the museum opening to the public, re-check and remove snow and ice from walkways and parking areas as needed.
- If the museum is open to the public before noon, recheck conditions between 12 noon and 1 p.m. and shovel and de-ice if conditions warrant further action.
- The contractor is not expected to shovel or de-ice more than 3 times in each day.
- The contractor will invoice for the number of hours spent de-icing and shoveling each month. If the contractor exceeds 30 hours, then the contractor will inform the Contract Administrator that additional services are required at approved rate.
- Ice melt (any brand of de-icing material that is readily available) will be reimbursed at the actual cost, per bag, that is applied on approved LAM properties.
- The state estimates 30 hours annually for shoveling, de-icing, and plowing

Snow Removal:

- The contractor shall remove and dispose of snow if the volume of the piled snow reaches a point that it is encroaching on the walkways or blocking the loading zone or parking areas.
- With approval of the Contract Administrator, the contractor may charge an additional fee for removal of a dump truck load of snow from the site.
- Snow may need to be hauled away one time per season.
- The state estimates 1, 10-ton dump truck load per season.

**Lot #3 Bid Schedule - DE-ICING, SHOVELING, AND SNOW PLOWING:**

COST PER CYCLE: \$ \_\_\_\_\_ X 27 CYCLES = \$ \_\_\_\_\_ TOTAL COSTS

**Bidder's note:** For award purposes the state estimates that there will be approximately 27 cycles per annual contract period.

NAME OF FIRM: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

LOCATION ADDRESS: \_\_\_\_\_

BUSINESS TELEPHONE #: \_\_\_\_\_

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Lines A through Q: Enter the equipment that is required to perform ALL OF THE SERVICES for all Lots in this ITB that you are bidding on and identify the location of the equipment so that the state can inspect the equipment.

EQUIPMENT	LOCATION
A. _____	_____
B. _____	_____
C. _____	_____
D. _____	_____
E. _____	_____
F. _____	_____
G. _____	_____
H. _____	_____
I. _____	_____
J. _____	_____
K. _____	_____
L. _____	_____
M. _____	_____
N. _____	_____
O. _____	_____
P. _____	_____
Q. _____	_____

- Do you currently have all of the equipment listed above?  
YES ☐  
NO ☐
- If you do not currently own all of the equipment listed above, how do you intend to acquire it in order to perform the work described in this ITB?  
PURCHASE ☐  
RENT ☐  
OTHER ☐

If “other”, please explain:

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